

**PUBLIC RECORDS REPRODUCTION REQUEST FORM
STATE OF ARIZONA
INFORMATION AND INSTRUCTION SHEET**

Requesting Party: Please read and note the following information and instructions.

Pursuant to A.R.S. §39-121.03, Laws 1977, Ch. 54, §3 (Amended by Laws 1985, Ch. 213, §4; Laws 2000, Ch. 88, §55) any person requesting copies, printouts or photographs of public records must provide a VERIFIED STATEMENT when the use of such reproductions will be for COMMERCIAL purposes.

A person providing a verified statement setting forth the commercial purpose for which the reproduction will be used, may be furnished the reproductions at the discretion of the custodian of records for a charge reflecting the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

If the custodian of a public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may refuse a request for reproduction of such record for said commercial purpose and may request the Governor to prohibit the furnishing of reproductions for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party will be furnished such reproductions for the commercial purpose set forth in his or her verified statement.

"Commercial Purpose" is broadly defined by the Act as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." A.R.S. §39-121.03(D). "Commercial Purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

IMPORTANT: Subsection C of A.R.S. §39-121.03 provides that:

A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties* be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

*The penalty for perjury is a fine of not less than \$500 nor more than \$5,000, or imprisonment in the State Prison for not less than one nor more than fourteen years, or both.

**STATE OF ARIZONA
PUBLIC RECORDS REPRODUCTION REQUEST
(Required by Arizona Revised Statutes §39-121.03)**

This document represents the verified statement of _____
(Requesting Party)

submitted to The Arizona State Board of Technical Registration on _____ requesting that said
(Date)

custodian provide a copy or other reproduction of certain public record(s) specified below:

(Indicate the record(s) you wish to have copied)

Indicate whether the record(s) is/are to be used for:

Commercial Purposes Non-Commercial Purposes

If the record(s) is/are to be used for commercial purposes, specifically state the purposes:

I, _____, declare that I have read the "Information and Instruction Sheet" accompanying this form (or A.R.S. §39-121.03 itself) and understand the contents therein. I further declare under penalty of perjury that the foregoing is correct and true.

(Requesting Party's Signature)

Commercial Mailing List Request

1. Check the specific discipline you are requesting¹:

<input type="checkbox"/> Architects	<input type="checkbox"/> Engineering (All Branches)
<input type="checkbox"/> Assayers	<input type="checkbox"/> Specific Engineering Branch
<input type="checkbox"/> Geologists	<input type="checkbox"/> Certified Home Inspector
<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Firms
<input type="checkbox"/> Land Surveyors	<input type="checkbox"/> Drug Lab Site Remediation Firms

 2. Check the following information you want on your list:

<input type="checkbox"/> Full Name
<input type="checkbox"/> Address (City, State, Zip Code)
<input type="checkbox"/> Arizona Residents only
<input type="checkbox"/> Arizona Residents and Non-Residents (Both)
<input type="checkbox"/> Active Registrants
<input type="checkbox"/> Inactive Registrants

 3. Do you want the list:

<input type="checkbox"/> Non-alphabetized	<input type="checkbox"/> Alphabetized	<input type="checkbox"/> Organized according to zip code
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 4. What format do you want the information?

<input type="checkbox"/> List Format	<input type="checkbox"/> Excel Format
<input type="checkbox"/> TXT or <input type="checkbox"/> RFT	

 5. How do you want to receive the information?

<input type="checkbox"/> Printed and mailed	<input type="checkbox"/> E-mailed
<input type="checkbox"/> Printed and available for pick-up	

 6. Please complete the following information:

Name of Requestor: _____

Address: _____

City, State, Zip: _____

E-Mail Address: _____

Signature of Requestor: _____

Phone Number: _____

Date: _____
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