



Pima County Department of Environmental Quality
 Public Records Reproduction Request
 Email to: milena.sousa@deg.pima.gov; Mail to: PDEQ at 33 N. Stone, Suite 700, Tucson, AZ 85701
 Phone: (520) 243-7400 Fax to: PDEQ at (520) 838-7432

NON-COMMERCIAL PUBLIC RECORDS REQUEST FORM

ONLY ONE PARCEL AND/OR ADDRESS PER REQUEST Requests are processed in the order they are received

Today's Date _____ Tracking # (Internal Use) _____

Person requesting represents: Media General Public Government Agency Other _____

- \$.35 Per Page Letter Size – Larger documents - see attached fee schedule
 NO CHARGE - In person records review. By appointment only (No copies)

PAYMENT: Cash Check/Money Order Debit Credit Card (Mastercard / Visa ONLY)

RECORD FORMAT & DELIVERY:

ELECTRONIC: Email CD
 PAPER COPY: Mail Fax

REQUESTING PARTY INFORMATION:

Requesting Party Name (PLEASE PRINT CLEARLY):		
Company You Are Representing: <input type="checkbox"/> None		
Address:		
City:	State:	Zip Code:
Home/Business Phone (including area code):		
E-Mail Address:		
Requestor's Signature:		

PUBLIC RECORD INFORMATION:

Name of Property Owner/Business (PLEASE PRINT CLEARLY):		
Address: <input type="checkbox"/> None		
City:	Zip:	
Parcel Number:		
Township:	Range:	Section:
Other (specify record):		

**VERIFIED STATEMENT OF NON-COMMERCIAL PURPOSE
PUBLIC DATA REQUEST**

Caution: Arizona Revised Statutes § 39-121.03(C) provides:

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 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.

A commercial purpose is defined by Arizona Statute as the use of public record for the purpose of:

- The sale or resale or for the purpose of producing a document containing all or part of the copy, printout, or photographs for sale, or
- Obtaining of names and addresses from public records for the purpose of solicitation, or
- For any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record.

VERIFIED STATEMENT

I hereby affirm that the public records I have requested are not for a “commercial purpose” as defined by A.R.S. § 39-121.03C. I also hereby attest that the public records will not be transmitted or sold to any other person or business entity for any commercial purpose.

Signature

Date

Address (Please Print Clearly)

City, State, Zip

Phone #

PUBLIC RECORDS REPRODUCTION-A.R.S. § 39-121.03

REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

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

COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

CIVIL PENALTY

C. A person who obtains public records 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 them 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 attorneys' 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.

DEFINITION OF COMMERCIAL PURPOSE

D. As used in this section "commercial purpose", means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

REPRODUCTION FEE SCHEDULE (8 1/2 x11, 8 1/2x14, 11x17 paper size)

NUMBER OF COPIES	COST PER PAGE (ELECTRONIC AND PAPER)
1	.35
2	.70
3	1.05
4	1.40
5	1.75
6	2.10
7	2.45
8	2.80
9	3.15
10	3.50
11	3.85
12	4.20
13	4.55
14	4.90
15	5.25
16	5.60
17	5.95
18	6.30
19	6.65
20	7.00
21	7.35
22	7.70
23	8.05
24	8.40
25	8.75
26	9.10
27	9.45
28	9.80
29	10.15
30	10.50
31	10.85
32	11.20
33	11.55
34	11.90
35	12.25
36	12.60
37	12.95
38	13.30
39	13.65
40	14.00
50	17.50
60	21.00
70	24.50
80	28.00
90	31.50
100	35.00

- For reproduction of construction plans the reproduction fee is \$10.00 PER PLAN SHEET, in addition to any outside reproduction costs incurred by PDEQ.
- For oversized documents, CD, videos or electronic file reproduction the MINIMUM fee is \$5.00, in addition to any outside reproduction costs incurred by PDEQ.
- Reproduction of documents that have been previously provided to a requesting party by PDEQ will be subject to a MINIMUM \$10.00 reproduction fee.