



City of Sedona Police Department Report Request Form

Date of Request: _____

I hereby request (check appropriate box)

- Paper copies (see fee schedule below)
- Electronic copies (see fee schedule below for CD containing electronic copies)

REPORT NUMBER:

THESE DOCUMENTS WILL BE USED FOR COMMERCIAL PURPOSES (see reverse)

I certify that the following statement setting forth the commercial purpose for which the above requested public records will be used is true, correct and complete.

The cost for copies is as follow:

- \$5.00 per report up to 20 pages; plus \$0.25 per page over 20 pages
- \$15.00 per CD

Name of Requestor: _____ (Please Print)

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email address: _____

Signature: _____

Notice: Please be advised, that this document requesting records from the City of Sedona is itself a public record, and is subject to disclosure. By completing this document and including personal information such as your name, address etc., the City of Sedona assumes that you are consenting to any future disclosure of this document and any identifying information contained therein. Please allow two (2) business days to process your request.

For Department Use Only

Description of documents provided:	Request Routed to (Approval Signature):
Request Granted (circle one): Yes No	Reason Denied(If Applicable):
Total Charge: \$	Processed by:

Requesting Public Documents for a Commercial Purpose

Pursuant to A.R.S. § 39-121.03, when a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the 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 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 reproductions.
3. The value of the reproduction on the commercial market as best determined by the public body.

A commercial purpose includes but is not limited to using the requested information for any of the following:

1. Sale or resale or for the purpose of producing a document containing all or part of the copy printout or photograph for sale.
2. Obtaining names and addresses for such public records for the purpose of solicitation, **or**
3. Monetary gain from direct or indirect use of public record.

A commercial purpose does not include use of the public record as evidence or research, or for publication of all or part of the public record in a newspaper for its news value.

A person who obtains a public record for a commercial purpose without indication 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 shall in addition to other penalties be liable to the City of Sedona 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 City of Sedona 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.R.S § 39-121.03(C)