



**CITY OF SEDONA, ARIZONA POLICE DEPARTMENT**  
 Records Section, 100 Roadrunner Drive  
 Sedona, AZ 86336

## PUBLIC RECORDS REQUEST

YOUR NAME:	Phone #:
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ADDRESS:	City:	State:	Zip:
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I hereby certify under penalty of perjury that the requested records will not be used for commercial purpose as defined in ARS 39.121.03

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The following information is required before a records search will be conducted for your information.*

PLEASE "PRINT" CLEARLY

Purpose of Request: ( ) Victim ( ) Witness ( ) Insurance Claim ( ) Commercial  
 ( ) Other: \_\_\_\_\_

Police Report Number: \_\_\_\_\_

Date & Time Reported to Police: \_\_\_\_\_

Exact Date, Time, Location of Incident: \_\_\_\_\_

Person's name on Record: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

Nature of Incident:  
 ( ) Accident ( ) Adult Contact Records Search  
 ( ) Assault ( ) Burglary ( ) Domestic Violence  
 ( ) Theftt ( ) Other: \_\_\_\_\_

**The cost for copies is as follow:**

- \$5.00 per report up to 20 pages; plus \$0.25 per page over 20 pages
- \$10.00 per hour printing, compiling/collating charges.
- (There is no charge for retrieving and locating documents)
- \$15.00 per CD
- \$15.00 per hour rate in addition to printing fee \$0.25 per page for Crime and Data Analysis Reports.

Note: If it appears from your request that the cost of reproducing documents or electronic copies will be more than \$25.00, the City will submit an estimate of such costs and will require payment prior to producing the requested documents. Upon fulfilling your request, the City will calculate the actual cost of the requested documents and will either reimburse you for overages paid or will require full payment of the balance before releasing the requested documents.

**REQUESTER, DO NOT WRITE BELOW THIS LINE**

Amount Received \$ \_\_\_\_\_ Payment received in form of: Cash \_\_\_\_\_ Check \_\_\_\_\_ Other \_\_\_\_\_

Initials & I.D. # of employee receiving request: \_\_\_\_\_

Date: \_\_\_\_\_ Mail Record \_\_\_\_\_ Will Pick-Up \_\_\_\_\_

- ( ) Enclosed is the Sedona Adult Contact Record you requested.  
 ( ) Enclosed is the record you requested. The record was not edited.  
 ( ) Per Arizona Supreme Court guidelines, the attached record has been edited due to:
- |   |  |
|---|--|
| ( ) Ongoing criminal investigation.     | ( ) Confidentiality rights of individuals named within.  |
| ( ) Privacy right of individuals named. | ( ) The release of investigative techniques or other matters may be detrimental to the best interest of the State. |
- ( ) This incident occurred out of Sedona Police jurisdiction. Contact \_\_\_\_\_  
 ( ) Other \_\_\_\_\_

Initials & I.D. # of Records Tech Processing: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Mailed Record Request \_\_\_\_\_ Placed at pick-up window \_\_\_\_\_ Email \_\_\_\_\_

## 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)**