



# TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331  
(928) 634-7943 FAX (928) 634-0715

Founded 1876  
Incorporated 1899

## PUBLIC RECORDS INSPECTION AND COPY REQUEST FORM

Name of person making request: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Telephone No: \_\_\_\_\_

I, the person named above, hereby request the custodian of records for the \_\_\_\_\_ Department of the Town of Jerome to provide for inspection and/or copying or other reproduction, the public record(s) which are specifically described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the records in the following format:  Hard copy  Electronic copy - CD  Email attachment  Other \_\_\_\_\_

Indicate whether the records are to be used for: \_\_\_\_\_ Commercial Purpose \_\_\_\_\_ Non-Commercial Purpose

Signature: \_\_\_\_\_

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### COMPLETE THIS SECTION ONLY IF THE COPY REQUEST IS FOR A COMMERCIAL PURPOSE:

Specifically state the purpose of your request: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, declare that I have read the Information and Instruction Sheet on page 2 of this form, or A.R.S. 39-121.03 itself, and understand its contents. I further declare under oath that the information I have provided on this Form is true and correct.

\_\_\_\_\_  
Requesting party's signature

STATE OF ARIZONA )  
                                  ) ss.  
County of Yavapai )

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by

\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

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### FOR TOWN USE ONLY

No. of pages \_\_\_\_\_ Amount Charged \_\_\_\_\_ Date Provided \_\_\_\_\_

## PUBLIC RECORDS REQUEST INFORMATION AND INSTRUCTION SHEET

### Non-Commercial Request

1. Any person may request to examine or be furnished copies, printouts or photographs of any public record during regular office hours (8:00 a.m. to 5:00 p.m., Monday – Thursday).
2. To request inspection and/or copies, printouts or photographs of public records, please complete the top portion of the form on the reverse, and present it to the Town Clerk's office. Please be specific so that the records can be easily identified.
3. The Town will charge the following rates, and such amount must be paid prior to receipt of the materials. Any checks should be made payable to the Town of Jerome.

\$.25 per b/w copy

\$1.00 per color copy

\$10.00 per CD

For audio copies too large for a CD, you may need to bring in a flash drive

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.

Postage must be prepaid if mailed.

There is no charge for emailed documents.

### Commercial Request

1. If the request is for commercial purposes, the bottom portion of the form should be completed and notarized. A "commercial purpose" is:

Use of a public record for 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 or monetary gain from the direct or indirect use of such public record.
2. Charges for a commercial request shall include:
  - a. A portion of the cost to the Town for obtaining the original or copies of the documents, printouts or photographs to be reproduced,
  - b. A reasonable fee for the cost of time, equipment, and personnel in making the copies, and
  - c. The value of the reproduction on the commercial market as best determined by the Town.
3. Please note that if the requester obtains records for a commercial purpose without indicating the commercial purpose, or if he or she obtains the records for a non-commercial purpose, and then uses or allows the use of the records for a commercial purpose, he or she will be liable for damages in the amount of three times what the Town could have charged had it known, plus costs and attorneys fees. A.R.S. § 39-121.03(C). If a false statement is given, the requester can also be guilty of a felony. A.R.S. § 39-161.