



Arizona Registrar of Contractors Public Record Request



Attention: Custodian of Records

3838 N. Central Ave. #400, Phoenix, AZ 85012
 Tel: (602) 542-1525 or
 Toll Free: 1-877-MY AZROC (1-877- 692-9762)
 Fax: (602) 542-7852
 Visit us online at: www.azroc.gov

Date Stamp Here

DO NOT WRITE IN THIS SPACE
FOR OFFICE USE ONLY

Use this form to request a public record from our office pursuant to A.R.S. § 39-121. Please be specific concerning the documentation you are seeking. If possible, identify the contractor license number and/or complaint number. *** Please review the information on the last page of this form prior to submitting your request.**

REQUESTER INFORMATION

Name:		Date of request:
Company Name (if applicable):		
Address:		
Telephone Number:	Fax Number:	E-mail:

DOCUMENT INFORMATION

Please indicate the type of file you are requesting: **LICENSE** file(s) **COMPLAINT** file(s)

Contractor/Company:	License No.:	Complaint No.:
Contractor/Company:	License No.:	Complaint No.:
Contractor/Company:	License No.:	Complaint No.:

Other (attach additional information as necessary):

The requested records will be used for: **Non-Commercial** purpose **Commercial** purpose
(Commercial use fee may apply)

If you intend to use these records for a **commercial** purpose, please provide in the space below, a description of the specific commercial purpose (A.R.S. § 39-121.03):

I am requesting:

- Copies (25¢ per page) Certified Copies (\$10.00 per file + copy per page charge) Records Inspection (in-person)
- I would like for the records to be **mailed** to the address provided above *(additional fees may apply)*
- I would like to be notified to **pick up** the records in person

I declare that I have reviewed the information and instruction sheet accompanying this form and understand the contents therein. I further declare that the reproduction of the records received will not be used directly or indirectly for any purpose other than described above.

Signature

Date

RESULT

() Enclosed is the record you requested. The record was not edited.

() Per Arizona Supreme Court guidelines, the attached record has been edited due to confidentiality rights of individuals named within.

The following information was redacted:

() No record was found based on the information you provided.

() Other

For Official Use

Page Count	Copying Fee	Certified Copy Fee	Commercial Processing Fee	Total Amount Due	
Payment Received (date):		<input type="checkbox"/> Check #	<input type="checkbox"/> Credit	<input type="checkbox"/> Cash (in person)	
Request Processed (date):		Requester Notified by: <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail			By (initials):

Arizona Registrar of Contractors
Public Record Request - Instruction Sheet and Usage Agreement

1. **All requests for public records may be submitted by way of this request form via:**
 - **In person** at Arizona Registrar of Contractors, 3838 N. Central Ave., 5th Floor, Phoenix, AZ.
 - **Mail** to the Arizona Registrar of Contractors, 3838 N. Central Ave., #400, Phoenix, AZ 85012.
 - **Fax:** (602) 542-7852
2. **Pre-payment is required.**

Upon receipt of your written request for public records, the Registrar will conduct a search of department records and mail you an invoice providing a page count and total amount due for the records requested. Upon receipt of payment, the records will be retrieved, prepared and processed. You may choose to have the records mailed to you or you may request to pick up the records in person.
3. **Requests are processed in the order they are received.**

Some records may take longer than others to process. Processing time is contingent upon the nature of the request, content of the records, location of the records, and status of the files (e.g., archived).
4. **Viewing**

In accordance with A.R.S. §39-121, public records may be viewed. In order to review records an appointment must be made by contacting the custodian of records. Processing time may vary.

A.R.S. § 39-121.01 (D)(1) - PUBLIC RECORDS REPRODUCTION

...The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges...

A.R.S. § 39-121.03 - REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

A. 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 reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

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 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 the governor 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.

CIVIL PENALTY

C. 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.

DEFINITION OF COMMERCIAL PURPOSE

D. For the purposes of 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 public records for the purpose of solicitation or the sale of 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 the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

A.R.S. § 39-122 - FREE SEARCHES FOR AND COPIES OF PUBLIC RECORDS TO BE USED IN CLAIMS AGAINST THE UNITED STATES; LIABILITY FOR NONCOMPLIANCE

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.

RIGHT TO DENY PUBLIC INSPECTION

The Registrar expressly reserves its right to deny inspection of certain records when: (1) the record is made confidential by statute or otherwise; (2) the record involves the privacy interests of persons; or (3) disclosure would be detrimental to the best interests of the State.

DISCLAIMER OF LIABILITY

The Requester expressly agrees that its use of the data provided in the public record is at the Requester's sole risk. The Registrar shall assume no liability for: (1) any errors, omissions, or inaccuracies in the information provided regardless of how caused; or (2) any decision or action taken or not taken by Requester in reliance upon any information or data furnished hereunder.

NOTE: Public records are maintained in various locations and some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records and an estimated time frame will be communicated to the Requester.