

City of Tombstone

P.O. Box 339 * 613 E. Allen Street Tombstone, Arizona 85638 Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

You can email completed forms to secretary@cityoftombstoneaz.gov

PUBLIC RECORDS REQUEST FORM

Section 1: Applicant Information

Applicant Full Name:	Last Name		First Name
Business, School, Organiz	ation, or other affiliation:		
, , ,	, 		
Maining Address.			
Contact Phone:	E	Email Address:	
	Section 2: Reques	ted Documents	
What are you requesting?	(Check all that apply):		
□Agenda	☐ Meeting Packet	□Minut	res
□Ordinance	\square Resolution	□Repor	ts
□Permits	□Other:		
Number of Copies:			

Unless exempted from A.R.S. §39-122 (i.e. 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 Stated or bureau or department thereof), you will be charged \$0.25 per page for copies and \$25 for CD or DVD.

If request is for personal use, skip to Section 4.

Section 3: Purpose of Use

If you are submitting a request for a commercial purpose, you must disclose this pursuant to A.R.S. §39-121.03. Please note that a commercial fee may apply. 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 receipts of monetary gain from the direct or indirect use of the public record.

How will the	e record be used for CC	OMMERCIAL use?		
obtains a pub commercial p commercial p in the amoun purpose been for the amoun	polic record for a noncommourpose or who obtains a purpose shall in addition to the first of three (3) times the ana stated plus costs and reasont of three (3) times the a	nercial purpose and use public record from any to other penalties be lia nount which would has sonable attorney fees of ctual damages if it can	ose without indicating the commercial purpose or who is or knowingly allows the use of such public record for a one other than the custodian of such records and uses it for a pole to the State of Arizona or City of Tombstone for damages are been charged for the public record had the commercial is shall be liable to the State of Arizona or City of Tombstone be shown that the public record would not have been did at the time of obtaining the records. A.R.S. §39-121.03(C).	
		Section 4: Affirma	ation of Requestor	
I, □PERSONA	, ce AL/□COMMERCIAL pt	ertify that I will be us urposes.	ing the requested records for	
records which locating these privileges, co	ch are available for ins se records. Certain reco confidentiality, or other	pection, subject to the ords, or portions of the legal restrictions. A f	attempt to promptly provide the requested public e availability of resources and any difficulties in em, may not be subject to public disclosure due to legal ee of \$0.25 per page will be charged for any copies are records, must be paid before the records are released.	
Signature			Date:	
Physical Add	dress:			
Phone #:			Email:	
	ike pick up the requeste ike the requested record			
		Office U	Jse Only	
Request:	□APPROVED	□DENIED		
City Clerk Si	ignature:			
Completed b	oy:			
Date Comple	ete:			
Number of F	Pages		Amount Owed:	