



**City of Tombstone
Public Records Request**

613 E. Allen Street, Tombstone, AZ 85638
Phone – 520-457-2202, Fax – 520-457-3516
www.cityoftombstoneaz.gov

Number of pages

Amount Due

PLEASE NOTE: A public records request may be submitted via e-mail, fax or in person to the City Clerk. The Clerk will acknowledge requests within 5 days. Processing time varies depending on the request's size and whether legal review is required. The Clerk will contact you when your request is complete or additional information is needed.

PRICES: Fee Schedule on reverse side

Requesting Party:

Name:	
Address:	
Phone Number:	

Indicate if your request is to inspect a record or if you require a copy of the document:

	Inspection of record
	Copy of record

Description of the requested record:

Indicate if you are using the requested record for a commercial or non-commercial purpose:

	Non-commercial purpose
	Commercial purpose (required affidavit of commercial purpose) – if commercial purpose, state intended use:

COMPLETE THIS SECTION IF THE REQUESTED RECORD IS FOR A COMMERCIAL PURPOSE

ARS 39-121.03 – Commercial purpose includes any use of a public record for the purpose of sale or resale or for the purpose of producing an item containing the same information contained in the public record for the purposes of solicitation for financial gain. If you are using the record for a commercial purpose, you must complete the affidavit below.

AFFIDAVIT OF COMMERCIAL PURPOSE

State of Arizona, County of Cochise

I, _____, being duly sworn, state that the public record requested above is being requested for a commercial purpose.

Signature

Date

Subscribed and sworn before me this _____ day of _____, _____

Notary Public

Commission Expiration Date

CERTIFICATION

I CERTIFY THAT ALL OF THE FOREGOING INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signature

Date

OFFICE USE ONLY

Request filled by:		Date:	
Approved for release by:		Date:	
Comments:			

Received by:

Name:		Date:	
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City of Tombstone

Fee Schedule

Effective: October 14, 2025

CITY CLERK

Public Records Request	Current Fee
Standard Sheet (8.5 x 11) (Black and White)	.25 per side
Legal Sheet (8.5 x 14) (Black and White)	.25 per side
Ledger Sheet (11 x 14) (Black and White)	.25 per side
Clerical Fee	\$80.00 per hour after 1st hour