



Town of Wickenburg
REQUEST FOR PUBLIC RECORDS
 (Only one Request per Form)

Town of Wickenburg
 155 N. Tegner St. Suite A
 Wickenburg, AZ 85390
 Phone: 928-684-5451
 FAX: 602-506-1580
www.wickenburgaz.gov

Name: _____

Mailing Address: _____

Phone Number: _____ Date: _____

E-mail Address: _____

Please specify type of record being requested:

Do you want a copy or just review the records? (Copies only for police and fire reports) **COPY** **REVIEW**
 Copy fees will be assessed as follows for non-commercial purpose requests: Black and white letter size copy is \$0.25 per page. Additional fees may be assessed for color, larger documents or large volume copy jobs.
 POLICE, FIRE AND ACCIDENT REPORTS are \$8 for up to 15 pages, \$20 for 16-50 pages and check with office for over 50 pages.

Are you requesting records for Commercial Use? **YES** **NO**

A.R.S. § 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 a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

If YES, please certify the specific purpose(s) for the use of the records:

I hereby certify that the requested records are to be used for the above stated purpose(s):

 (Signature of person requesting records)

Submit records requests to:

Amy Brown, Town Clerk at (928)668-0517 or abrown@wickenburgaz.gov
 POLICE & FIRE REPORTS Jeana Johnson at (928)668-0501 or pdrecords@wickenburgaz.gov

Office Use Only

Total # of Pages:	
Total Charges:	\$
Date Request Provided:	

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

Submit records requests to:

GENERAL TOWN RECORDS REQUESTS:

Amy Brown, Town Clerk at (928) 668-0517 or abrown@wickenburgaz.gov

POLICE & FIRE REPORTS:

Jeana Johnson at (928) 668-0501 or pdrecords@wickenburgaz.gov

COPY FEES	
Copies Black & White 8 ½" X 11"	25¢ / per page non-commercial 50¢ / per page commercial
Copies Black & White 8 ½" X 14"	30¢ / per page non-commercial 60¢ / per page commercial
Copies Black & White 11" X 17"	40¢ / per page non-commercial 80¢ / per page commercial
Copies Color 8 ½" X 11"	50¢ / per page non-commercial \$1.00 / per page commercial
Copies Color 8 ½" X 14"	60¢ / per page non-commercial \$1.20 / per page commercial
Color Copies 11" X 17"	70¢ / per page non-commercial \$1.40 / per page commercial
Police, Fire and EMS Reports	\$8.00 for up to 15 pages / \$20.00 for 16-50 pages / \$35.00 for 51-100 pages / \$0.25 per page if over 100 pages Victim of an offense gets one (1) free copy
Accident Reports	\$8.00 Involved Party \$15.00 Commercial Party
Expedited Report Fee	\$10 per report/unit