



Santa Cruz County

2150 N. Congress Drive, Room 119
Nogales, AZ 85621
(520) 375-7812

REQUEST FOR PUBLIC RECORDS

REQUESTING PARTY INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Representing: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

PUBLIC RECORD(S) REQUESTED

Please specify the exact record(s) requested and the number of copies: _____

Please indicate the intended use of the records requested: _____

Records are 25 cents per page and if for a commercial purpose an additional \$15 per hour per person charge for time expended in search and retrieval of requested records.

I declare that I have read A.R.S. § 39-121.03 (which includes the definition of “commercial purpose”) and § 39-161 which sets forth the criminal penalty for making a false statement on this request as they appear on the reverse side of this request. I further declare under penalty of law that the foregoing is true and correct.

Signature of requesting party

Date

FOR OFFICE USE ONLY

Records released: _____

Number of pages: _____ **Hours spent on search and retrieval (if for commercial purpose):** _____

Fees collected: _____ **Date delivered/mailed:** _____ **Staff initials:** _____