



**Public Safety Personnel Retirement System  
Public Record Request**

**Send by mail or return the form in person to:**

Public Safety Personnel Retirement System  
3010 East Camelback Rd., Suite 200, Phoenix, AZ 85016-4416

**OR e-mail a scanned or electronic version to:**

records@psprs.com OR by fax to: (602)255-5572

Office Hours: Monday through Friday, 8 a.m. to 4:30 p.m., except state holidays. Website: www.psprs.com

**DO NOT WRITE IN THIS SPACE**

**FOR OFFICE USE ONLY**  
Public Records Request REV. 03/29/2024

**~ PUBLIC RECORDS REPRODUCTION REQUEST ~**

**About this form**

- Use this form to request a public record from our office under Arizona Revised Statutes, Title 39, Ch. 1, Article 2 et seq.
- To assist our office in its effort to process your request, please be specific and identify the document or record by name

**How to complete this form**

- This form must be written (printed) legibly or computer generated for accuracy
- For your convenience, this form has been designed to be filled out electronically at our website and printed to your printer
- Notarization is not required

**Fees:**

- Our office offers inspection of public records (A.R.S. § 39-121) with reproduction of documents available at 10¢ a page for non-commercial use
- The fee schedule for commercial requests is posted on our website
- Records or parts of some records may not be subject to public dissemination under Arizona law. Our office will notify you if the releasing of the record is restricted under law or if parts of the record requested will be redacted

Please remember our office may not be the custodian of the document or record you are requesting. We will make every effort to assist you with your request.

<b>1. Document Information</b> <i>Check One</i>	<input type="checkbox"/> Paper copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Electronic Copy	<input type="checkbox"/> Records inspection (in-person A.R.S. § 39-121)
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Name of record or document (for example: contract, meeting minutes, committee minutes, CARF report, etc.)

Name(s) of person(s) on the record or document

Notify me to pick up this record in person     Send by Postal Service (additional fees may apply)    Send to e-mail listed below

**2. Use of Record – Review the laws on page 2.**

I have reviewed and read the information on the back of this form.

The requested records will be used for (check one):

**NON-commercial purposes.**     **COMMERCIAL purposes.** If you intend to use these documents for commercial purpose state the commercial purpose in the field below for which the above-requested public records will be used. A commercial use fee will apply.

Commercial Use Disclosure Statement under A.R.S. § 39-121.03

**3. Contact Information**

First and Last Name or Company Name

Mailing Address –(include street or box number)	City	State	Zip Code
Telephone Number ( )	Fax Number (include area code) ( )	E-mail Address	

**4. Signature**

STATEMENT: I understand that the copy or other reproduction of the public record which I have requested is to be used solely for the purposes as stated on this form. I declare that such copies or reproductions will not be used directly or indirectly for a different purpose other than prescribed on this form. I understand that copying and/or postage fees may be associated with my request.

Signature	Date
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Public Records Request Form Public Safety Personnel Retirement System

PUBLIC RECORDS REPRODUCTION

A.R.S. § 39-121.01 (D)(1)

... "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, 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 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.

FOR OFFICE USE ONLY

Table with 4 columns: Initials, Fees associated with this request (Copying fee, Postage, Commercial Fee), PAID BY (Check, Cash), and Requestor notified by (Requestor notified on (Date), Notes).