

COMMERCIAL USE
PUBLIC RECORDS REQUEST
INFORMATION AND REQUEST FORM

A.R.S. §. 39-121.03 requires a “public body” maintain public records and make them available for examination or copying during regular office hours (A.R.S. §. 39-121.03). *Gilbert Fire Department office hours are Monday-Thursday, 7 am – 6 pm, excluding holidays.*

Non-Commercial Purpose

There is no charge for examination of records but a Public Record Inspection & Reproduction Request form must be completed. Fees are charged for public records in accordance with the schedule for Public Records Request Fees.

The name of the person requesting records for a non-commercial purpose is optional. Mail requests include a copy charge and postage costs. Each individual request will be billed to you at the time the request is released.

Commercial Purpose

Requests for copies, printouts and photographs of public records for a *commercial purpose* (any purpose in which purchases can reasonably anticipate monetary gain from direct or indirect use of the public record) must fill out the Fire Department Commercial Use Public Records Request form with a certified statement setting forth the commercial purpose for which the records will be used and the form must be notarized. This form is attached to this document.

Fees are charged in accordance with the schedule for Public Records Request Fees. The Town *must charge* for the records including:

- A portion of the cost to the Town for obtaining the documents or records to be produced;
- A reasonable fee covering the cost of time, equipment and personnel in making their production;
- The value of reproduction on the commercial market.

It is a *violation* of the public record law to:

- Obtain copies, printouts and/or photographs for non-commercial purposes, and use it/them for commercial purposes.
- Obtain copies, printouts and/or photographs for one commercial purpose and use the records for another commercial purpose.

A.R.S. §39-121.03 (C) sets forth the procedures for determining whether the records are being misused and penalties for falsely obtaining records for commercial use.

The requested records will be used for in accordance with A.R.S. §39-121.03 for a:

Non-commercial Purpose _____ Commercial Purpose _____

**GILBERT FIRE DEPARTMENT COMMERCIAL USE
PUBLIC RECORDS REQUEST FORM**

If your request is for a commercial purpose:

COMMERCIAL PURPOSE REQUESTS ONLY

Describe the manner in which these records will be used:

I, _____, declare that I have read the information contained on the Public Record Inspection and Reproduction Information Sheet and understand the contents therein. I further declare under penalty of perjury that the foregoing is correct and true.

Signature

Date

Indemnity Statement

I, _____, declare that I understand that the information supplied to me by The Town of Gilbert, Arizona, which is described below, is for information only. Reliance upon accuracy, reliability, and authority of this information is solely my own responsibility.

I hereby declare the Town of Gilbert, Arizona, free from any, and all damages, lawsuits, causes of action and liabilities that may result from my reliance upon and use of the above described information.

Person: _____ Company/Agency _____

Phone _____

Address: _____

(Street Address, City, State, Zip)

Signature

Date

State of Arizona)
)ss.

County of Maricopa)

The foregoing instrument was acknowledged before me this _____ day of _____,
by _____

My Commission Expires: _____

Notary Public