



ARIZONA DEPARTMENT OF WEIGHTS AND MEASURES

4425 West Olive Avenue, Suite# 134 Glendale AZ. 85302
Phone: 602-771 4920 or 1-800-277-6675 (Outside of Phoenix Metro)
www.azdwm.gov

PUBLIC RECORDS REPRODUCTION REQUEST

Please type or print all information clearly)

Date of Request _____ Telephone Number () _____
Name of Requesting Party: _____
Organization/Business Name: _____
Address: _____

The above named party requests that the Arizona Department of Weights and Measures Records Custodian provide certain public record(s) specified below pursuant to Article 2, Chapter 1, Title 39 of the Arizona Revised Statutes, A.R.S. § 39-121 et seq.

Record(s) requested (be specific):

Manner of reproduction:

Printed form
Email attachment (please give address) _____
CD/ROM

Format:

Comma delimited (.csv)
Excel (.xls)
Other _____

DECLARATION OF PURPOSE FOR PUBLIC RECORDS REQUEST

I declare that the copies or other reproductions of the public records described above which I have requested are to be used solely for: (check one - see definition of Commercial on reverse)

Commercial
Non-commercial

For our records, please specifically state those purposes:

I further declare that such copies or reproductions will not be used directly or indirectly for a purpose other than described above. I further declare under penalty of perjury that the foregoing is correct and true.

Requestor Signature

Please see Schedule of Fees on reverse side

PUBLIC RECORDS

SCHEDULE OF FEES

Actual fees cannot be determined until the Department has an opportunity to review the request.

COMMERCIAL REQUESTS		NON-COMMERCIAL REQUESTS	
Arizona Revised Statutes §39-121.03 defines commercial use as: “The use of 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 such public records for the purpose of solicitation or the sale of such 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 such public record. Commercial purposes do not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.”		(Non-commercial requests are billed according to cost of time, equipment & personnel used in making the copies, but not the cost for searching the records.)	
Name/Location/Record	\$0.15 per record		
Photocopies	\$0.20 per page	Photocopies	\$0.20 per page
Electronic Reports	\$0.02 per KB	Electronic Reports	\$0.02 per KB
Information on CD	\$1.00 per disk	Information on CD	\$1.00 per disk
Information requests which require more than ½ hour staff time	\$25.00 per hour		

For fees under \$5.00, the fee will be waived for Commercial and Non-Commercial requests.

Send Public Records Reproduction Request Form:

**Arizona Department of Weights and Measures
4425 West Olive, Suite 134, Glendale, AZ 85302
ATTN: Records Custodian
Fax: 623 939 8586**

When records are available a statement will be forwarded to you showing the amount due.

Payment must be made prior to records being released.