



City of Surprise, Arizona
Request for Public Records 2010
(A.R.S. Title 39)

City Clerk's Office
16000 N. Civic Center Plaza
Surprise, AZ 85374
Phone-623.222.1000
Fax-623.222.1001
www.surpriseaz.gov
TTY-623.222.1002

Date:	RETURN COMPLETED FORMS TO CITY CLERK'S OFFICE
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Name:

Business Name:	Phone:
	Alt. #:

Address:	City:	State:	Zip:
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PLEASE NOTE: Active public records are in various locations within the City. The City requests that a reasonable amount of time be expected for responding to any request to copy or inspect City records. The City may require additional time to process more difficult requests and if so, an estimated timeframe will be provided to the requestor.

Indicate whether you wish to review/inspect or copy public records <input type="checkbox"/> Review/Inspect <input type="checkbox"/> Copy	I request the following public records which are maintained by the City of Surprise: (Indicate the type of record sought. Be as specific as possible. Include the document or materials' name, type of media, e.g. paper, audio or video recording, etc., dates, page numbers, address, permit numbers and/or other identifying information. Attach an additional sheet if needed.) Specifically describe the record requested for review or copying:
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Indicate whether you are using the public record for a commercial or non-commercial purpose <input type="checkbox"/> Commercial <input type="checkbox"/> Non-Commercial	_____ _____ _____ _____
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*Copy fees will be assessed as follows for non-commercial purpose requests:
 Black and white copy, letter size: \$0.50 per page. Additional fees may be assessed for large volume copy jobs, color and/or oversize documents or they may be sent to a printer for cost plus 15% administration fee. Certification, long distance and mail or fax charges may also be assessed. A deposit may be required.

**A.R.S. 39-121.03D-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 City records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.*

FOR CITY CLERK USE ONLY	
Department assigned to fill request: _____	
Date Received: _____	Assigned Log # _____
Date Processed: _____	Amount Due: \$ _____
Number of Copies made: _____ Request Approved by: _____	
Amount Paid: \$ _____	Completion Date/Initials: _____