

**Arizona Registrar of Contractors**  
**Public Record Request - Instruction Sheet and Usage Agreement**

**THE FOLLOWING APPLIES TO ALL COMMERCIAL PUBLIC RECORDS REQUESTS:**

**1. Commercial Purpose: defined**

"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. § 39-121.03(D)

**2. Fees for Commercial Records Requests**

Under A.R.S. § 39-121.03(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, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body."

**3. All requests for public records may be submitted by way of this request form via:**

- **In person** at Arizona Registrar of Contractors, 1700 W. Washington St. Ste. 105, Phoenix, AZ.
- **Mail** to the Arizona Registrar of Contractors, P.O. Box 18244, Phoenix, AZ 85005-8244
- **Email:** legalnewmail@roc.az.gov
- **Fax:** 602-364-0416

**4. Pre-payment is required.**

Upon receipt of your written request for public records, the Registrar will conduct a search of department records and mail you an invoice providing a page count and total amount due for the records requested.

**Please send your payment to the P.O. Box noted in your letter/invoice.** Upon receipt of payment, the records will be retrieved, prepared and processed. See A.R.S. § 39-121.01(D)(1). You may choose to have the records mailed to you or you may request to pick up the records in person.

**5. Requests are processed in the order they are received.**

Some records may take longer than others to process. Processing time is contingent upon the nature of the request, content of the records, location of the records, and status of the files (e.g., archived).

**6. Viewing**

In accordance with A.R.S. § 39-121, public records may be viewed. In order to review records an appointment must be made by contacting the custodian of records. Processing time may vary.

**7. Right to deny public inspection**

The Registrar reserves its right to deny inspection of certain records when:

1. The record is made confidential by statute or otherwise;
2. The record involves the privacy interest of persons; or
3. Disclosure could be detrimental to the best interests of the State.

**8. Disclaimer of Liability**

The Requester expressly agrees that its use of the data provided in the public record is at the Requester's sole risk. The Registrar assumes no liability for:

1. Any errors, omissions, or inaccuracies in the information provided regardless of how caused; or
2. Any decision or action taken or not taken by the Requester in reliance upon any information or data produced in response to this request.



## Arizona Registrar of Contractors Commercial Request Form



Attention: ROC LEGAL DEPARTMENT

1700 W. Washington St. Ste. 105,  
Phoenix, AZ 85007-2812

Tel: (602) 542-1525 or  
Toll Free: 1-877-MY AZROC (1-877-  
692-9762) Email: [legalnewmail@roc.az.gov](mailto:legalnewmail@roc.az.gov)  
Fax: (602) 364-0416  
Visit us online at: [www.roc.az.gov](http://www.roc.az.gov)

**MAIL TO: P.O. Box 18244**  
**Phoenix, AZ 85005-8244**

*Date Stamp Here*

DO NOT WRITE IN THIS SPACE  
FOR OFFICE USE ONLY

Use this form to request a public record from our office pursuant to A.R.S. § 39-121. Please be specific concerning the documentation you are seeking. If possible, identify the contractor license number and/or complaint number. ***\*Please review the information on the last page of this form prior to submitting your request.***

### REQUESTER INFORMATION

Name:	Date of request:	
Company Name (if applicable):		
Address:		
Telephone Number:	Fax Number:	E-mail:

### DOCUMENT INFORMATION

Request is made for the following public records (indicate document name, dates, contractor name, and license number where applicable):

Use of Public Records for:	Identify Market/Describe Purpose	Price/Value
Sale or resale		
Producing a document for sale containing all or part of the requested copy, printout or photograph		
Solicitation, or sale of names and addresses to another for purposes of solicitation		
Any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record		

I declare that I have read and understand the Instruction Sheet and Usage Agreement and that the information contained in this request form is true and correct. I understand the Registrar does not guarantee the accuracy or completeness of these records and declare the Registrar, its officers and employees free from any damage, lawsuits, or causes of action that may result from my reliance on and use of the above-described information.

Signature

Date