

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

THE FOLLOWING APPLIES TO ALL NON-COMMERCIAL PUBLIC RECORDS REQUESTS:

1. Reproduction Charges:

Please refer to the Registrar's Public Records Policy Handbook for the most up-to-date fee schedule. The Handbook is located on the Registrar's website (<http://roc.az.gov>) in the "Consumer Resources" section, and at the bottom of the "Forms" page.

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

- **In person:** Registrar of Contractors, 1700 W. Washington St. Ste. 105, Phoenix, AZ 85007
- **Mail:** Registrar of Contractors, P.O. Box 18244, Phoenix, AZ 85005-8244
- **Email:** legalnewmail@roc.az.gov
- **Fax:** 602-364-0416

3. 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.

4. 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).

5. 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.

6. 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.

7. 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.

8. Additional processing time may be required

Public records are maintained in various locations and some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records and an estimated time frame will be communicated to the Requester.



Arizona Registrar of Contractors Non-Commercial Public Record 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
Fax: (602) 364-0416
Visit us online at: 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

Please indicate the type of file you are requesting: **LICENSE** file(s) **COMPLAINT** file(s) **OTHER**

Contractor/Company:	License No.:	Complaint No.:
Contractor/Company:	License No.:	Complaint No.:
Contractor/Company:	License No.:	Complaint No.:

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

The requested records will be used for: **Non-Commercial** purpose **Commercial** purpose (Complete "Commercial Request" form. Additional fees apply)

I am requesting:

Hard Copies Electronic Copies Certified Copies Records Inspection (in-person)

I would like for the records to be **mailed** to the address provided above (*additional fees may apply*)

I would like to be notified to **pick up** the records in person

I declare that I have reviewed the information and instruction sheet accompanying this form and I: (1) understand the contents; (2) accept and agree to the Reproduction Charges laid out by the Registrar; and (3) certify that this request is for a non-commercial purpose. I further declare that the reproduction of the records received will not be used directly or indirectly for any purpose other than described above.

Signature

Date