**Sample public records request template**

To Whom It May Concern:

Pursuant to the { law name }, I hereby request the following records:

{Write a short description of the documents you are looking for. The more specific you can be, the better.}

I am { choose one:

an individual seeking information for personal use and not for commercial use.

affiliated with an educational or noncommercial scientific institution, and this request is made for a scholarly or scientific purpose and not for commercial use.

affiliated with a private corporation or law firm and seeking this information for use in the company's business.

a representative of the news media and this request is made as part of news gathering and not for commercial use.

}

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within { days }.

Sincerely,

Your name

**Example: self-driving vehicle testing in Arizona**

(view online: <https://www.muckrock.com/foi/chandler-294/foia-chandler-pd-waymo-emergency-vehicle-testing-70078/>)

To Whom It May Concern:

Pursuant to the Arizona Public Records Law, I hereby request the following records:

All documents pertaining to the Chandler Police Department's cooperation with Waymo (<https://waymo.com/>) for their "emergency vehicle testing day" in 2017. Documents here may include - but are not limited to - the following:

- Presentation(s)  
- Brochure(s)  
- Bulletin(s)  
- Recordings of the event (audio and/or video)  
- Policies/MOUs  
- Email's referencing "Waymo" in regards to this event  
- Any documents referencing Waymo's cooperation with your agency

For more details on this event, please see the following from a public posting from Waymo's blog [<https://medium.com/waymo/recognizing-the-sights-and-sounds-of-emergency-vehicles-8161e90d137e> ]:

"In collaboration with Chandler Police and Fire, we set up the first emergency vehicle testing day with our new self-driving minivans. Throughout the day and into the night, our vehicles — equipped with a powerful suite of sensors — observed police cars, motorcycles, ambulances, firetrucks, and even a few undercover vehicles as they trailed, passed and led our self-driving cars. As these emergency vehicles drove around, our sensors collected samples at various speeds, distances, and angles — all with the goal of building up a library of sights and sounds to help teach our self-driving cars to respond safely to emergency vehicles on the road."

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days.

Sincerely,

J Ader