

## **PUBLIC RECORDS REQUEST DATABASE EXTRACTION**

A.R.S. §§ 39-121.03, 10-122, and 10-3122

### **INFORMATION**

The Arizona Corporation Commission Corporations Division maintains a database of all corporations and limited liability companies registered in Arizona. The information in the database is public record. The Information Technology Division can extract certain information from the Corporations Division database and provide that data in a format that can be imported into your database or spreadsheet program. The information provided is produced and formatted in double-quote delimited, comma-separated ASCII data.

- |                                 |  |
|---------------------------------|--|
| <b>AVAILABLE INFORMATION:</b>   | business name and address, incorporation date, approval date, statutory agent name and address, officer and director names and addresses, name change and merger information, status information, domicile by county, zip-code or city, and business type. |
| <b>UNAVAILABLE INFORMATION:</b> | SIC codes, UCC codes, phone numbers, social security numbers, EIN numbers, E-mail addresses or financial information. This information is not captured or entered into the database.   |

### **HOW TO SUBMIT A DATABASE EXTRACTION REQUEST:**

1. Decide the **type of list** you would like to receive, for example, only For-Profit corporations, only Nonprofit corporations, only LLCs, a specific domicile, by date of incorporation, copy of entire database, etc.
2. Decide the **specific information** you would like extracted from the database by selecting from the list of Available Information above, or state whether you would like a copy of the entire database;
3. Decide **how** you would like to receive your information – either as a CD-ROM or by email (no other options);
4. Complete the **Public Records Request, Database Extraction Request form** and submit it with the appropriate fee.

**NOTE:** You must disclose on the Request form whether the information you obtain will be for COMMERCIAL or NON-COMMERCIAL purposes, pursuant to A.R.S. § 39-121.03, and you must describe the commercial purpose. "Commercial purpose" is broadly defined as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record" and includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business. A.R.S. § 39-121.03.

Pursuant to A.R.S. §39-121.03(B), the Arizona Corporation Commission retains the ability to deny a request for public records that will be used for a commercial purpose if the Commission believes the commercial purpose stated is a misuse of public records.

### **FEES:**

CD-Rom or Electronic Mail File for information extract	\$75.00
CD-Rom or Download of entire database	\$1,000.00

**We do not accept Credit Cards - Make checks payable to the Arizona Corporation Commission**

For general corporate or LLC records questions, contact the Call Center at (602) 542-3026.

### **MAILING OR DELIVERY ADDRESS:**

**Arizona Corporation Commission  
Records Section  
1300 West Washington, Room 101  
Phoenix, AZ 85007**

**ARIZONA CORPORATION COMMISSION – Corporations Division**  
**Public Records Request/Database Extraction**

A.R.S. §§ 39-121.03, 10-122, and 10-3122

**The fields in this form are fillable. To advance from field to field, use the Tab Key.**

**Date Requested:** \_\_\_\_\_ (mm/dd/yyyy)

**Requestor Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Name of Requesting Firm/Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Provide my data by:**       **CD-ROM**       **E-Mail Address:**

**Specify the type of list you want and the information you would like included:** (See INFORMATION page)

**Check at least one box:** (See INFORMATION page)

**Commercial Purposes**     **Noncommercial Purposes**

**If the information is to be used for a commercial purpose, please state that purpose below:**

I, \_\_\_\_\_, the requesting party, understand that I am being sold the use of the public records referred to herein and that I am prohibited from their use for any reason other than as stated above; that at all times these records remain the property of the Arizona Corporation Commission and are subject to return upon demand. I, \_\_\_\_\_, the requesting party, declare that I have read the Information page accompanying this form (or A.R.S. §39-121.03 itself) and understand the contents therein. I further declare, under penalty of perjury, that the information I provided on this form is true and correct.

\_\_\_\_\_  
(Signature of Requesting Party)

**THE FOLLOWING SECTION TO BE COMPLETED BY IT STAFF ONLY**

<b>Work Order Number:</b>	<b>Date Request Received:</b>
<b>Amount Charged:</b>	<b>Check Number:</b>
<b>Completed By:</b>	<b>Date Work Order Completed:</b>
<b>File Name:</b>	