



# Public Records Request

PO Box 426 / 110 W Center  
Pima, AZ 85543  
928-485-2611  
[admin@pimatown.az.gov](mailto:admin@pimatown.az.gov)

## Requesting Party Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Record Requested ☐ Police Report ☐ Police Video ☐ Police Photo  
☐ Accident/ Crash Report ☐ City records ☐ Fire Report

How do you want to receive your records ☐ Pickup ☐ Emailed

**Please note:** Police Reports and Police Video/Photo Cannot be completed on the same request. Reasonable requests are processed in the order which they are received. The timeline of completion for all Public Records requests is subject to redactions and complexity of request, volume and incident type requested.

Type of Request	Fee	Limitations
Public Records Request/ Police reports	\$10.00	Per Report up to 10 pages, \$1.00 per each additional page.
Video Records	\$46.00	Per Video per hour of review
Flash Drive with records	\$20.00	Per Report-(16GB limit)
Email of records	\$10.00	Per report

**Specific Records Requested:** (May Include name, date, location, document name, page number, address, permit number)

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Will the requested records be used for commercial purposes? \* ☐ YES ☐ NO

If for Commercial purpose, please state purpose:

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"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 name and addresses from such public records for the purpose of solicitation or the sale of such 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 public records. 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.

**All fees must be paid before records are released. Records must be picked up within 7 days of notification or you must submit a new records request.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Date Received \_\_\_\_\_

Date Called for pickup \_\_\_\_\_

Date Emailed \_\_\_\_\_

Fees: \_\_\_\_\_ Date Paid \_\_\_\_\_ ☐ Check # \_\_\_\_\_ ☐ Cash ☐ Credit Card

Revised 3/27/2025

