



ARIZONA DEPARTMENT OF INSURANCE  
PUBLIC RECORDS REQUEST FORM

Sequence  
Number

FAD-09-

Please return  
this form to:

**Arizona Department of Insurance**  
*Financial Affairs Division – Records Unit*  
2910 North 44th Street, Suite 210  
Phoenix, Arizona 85018-7269  
Phone: (602) 364-2717 Fax: (602) 364-3989  
[www.id.state.az.us](http://www.id.state.az.us)

Your Name:

Telephone :

Fax:

Business Name:

Street Address:

City, State and Zip Code:

E-mail Address:

**Describe below the record(s) you wish to inspect, have copied or have made into a list:**

Record(s) or List(s)

Number of Copies

- 1.
- 2.
- 3.
- 4.
- 5.

**Request is for**

Record Inspection (no additional information required on this form)

Photocopies\*

Certified Copies\*

List of Records \*

**\*The remainder of this form must be completed**

**Read the following statement and check “yes” or “no” to Questions 1 through 5.**

Do you or does anyone for whom you are acting as an agent intend to do any of the following with the public document(s) you are requesting:

**Yes**

**No**

1. Sell or resell the public document?

2. Sell or resell any of the information contained in the public document?

3. Use any of the information contained in the public document to produce a document for sale?

4. Use any of the names or other information from the public document for the purpose of solicitation?

5. Do you anticipate that you will receive MONETARY GAIN\*\*\* from either the direct or indirect use of the public document?

\*\*\* “MONETARY GAIN” does NOT include money collected as compensation for injuries or for violations of law.

**If you answered “YES” to any question above, your request is for “COMMERCIAL PURPOSES” and you must provide a brief description of the specific commercial purpose in the space below:**

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Continued  
from the  
Reverse

**ARS § 39-121.03. Request for copies, printouts or photographs; statement of purpose; commercial purpose as abuse of public record; determination by governor; civil penalty; definition**

A. A person requesting copies, printouts or photographs of public records for a commercial purpose shall, upon making such a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the verified 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 state for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market.

B. If the custodian of a public record determines that the commercial purpose stated in the verified statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose he shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A of this section.

C. A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

D. As used in this section "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 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 such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

I hereby certify that I have read ARS § 39-121.03 printed above and I understand its contents. I further certify that the information I have provided in this form is true and correct. I understand that a person who knowingly certifies or files a false or forged document is guilty of a class 6 felony. ARS § 39-161.

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

**Cost of copies, certifications and lists:**

Non-commercial purpose, copy of a record not required to be filed:	\$0.25 per page
Non-commercial purpose, copy of a record required to be filed :	\$0.60 per page
Commercial purpose, copy of any record:	\$1.55 per page
Certificate of director under seal:	\$3.00 per certification
Commercial purpose list	\$50.00 per list
Non-commercial purpose list	\$12.00 per list