



CITY OF BULLHEAD CITY, ARIZONA PUBLIC RECORD REQUEST

Request is hereby made to: ___ inspect ___ reproduce ___ inspect and reproduce designated public records (*indicate document name, number, or detailed description*):

Address, parcel number, and/or date range

Details of documents requested

- Will not be used for a commercial purpose: *Commercial Purpose* includes the use of a public record for the purpose of sale or resale or for obtaining names and addresses from the public record for the purpose of solicitation or the sale of the names and addresses or for any purpose in which the purchaser reasonably anticipates the receipt of monetary gain from the direct or indirect use of the public record (A.R.S. § 39-121.03).
- Will be used for the following commercial purpose:

DISCLAIMER–INDEMNIFICATION: Requester understands and agrees that the City of Bullhead City does not guarantee the accuracy of the data and information requested and hereby expressly disclaims any responsibility for the truth, lack of truth, validity, invalidity, accuracy, inaccuracy of any data and information. Requester accepts responsibility for Requester’s unauthorized use or transmission of any data or information in its actual or altered form and agrees to indemnify the City for all damages incurred related to Requester’s use.

Name of Requester (please print)

Date of Request

Address of Requester

Email

Phone Number

The following policy applies to all requests for materials/documents:

1. Requester will be notified when the materials are available for review or pick-up. Payment is due for documents when they are picked-up.
2. Materials will not be faxed unless approved by the City Clerk. If materials are requested to be mailed, they will be sent by first class mail after receipt of payment (including cost of postage). Make checks payable to City of Bullhead City.
3. **Charges (*regardless of the status or identity of the requester*):**
Non-commercial purpose productions:

Documents	\$.20 per page, pages 1-15, \$.10 per page, pages 16 or more		
Dog bite reports	\$10.00 ea.	Police Reports	\$10.00 ea.
Public records on CD	\$10.00 ea.	List of all business licenses	\$25.00 ea.
New business license report	\$10.00 ea.	DVD (by PIO Department)	\$25.00 ea.
		9-1-1 audio CD	\$25.00 ea.
		Budget binder	\$25.00 ea.

Commercial purpose: The charge for public documents used for a commercial purpose will be based upon the value of the reproduction on the commercial market as best determined by the City, a portion of the cost to the City for obtaining the original or copies of the documents, and a reasonable fee for the cost of time, materials, equipment, and personnel used in producing the documents (A.R.S. § 39-121.03).
4. Custom documents: A custom document is one that must be prepared specially by City staff because it does not currently exist in the format requested. The charge for customized documents is the actual cost incurred by the City in producing the document.

Signature of Requester or Authorized Person receiving the attached documents

Date Received

FOR OFFICIAL USE ONLY

CITY CLERK APPROVAL TO FILL REQUEST: INITIALS _____ DATE: _____

CITY ATTORNEY APPROVAL: INITIALS _____ DATE: _____

ROUTED TO: (Circle) City Manager, City Attorney, Finance, Public Works, Planning & Zoning, Building, Police, City Clerk, Parks, Recreation, Human Services, Human Resources, Code Enforcement, Business License, Engineering, Utilities