



GLENDALE POLICE DEPARTMENT
Public Records Request Admonition/Disclaimer
Appendix A



Any request for reports, arrest records, photos, video DVD, audio CD/DVD, or crime analysis statistical products requires a written request!

To better serve you, and in order to expedite your request, we ask that you please complete and submit the original of the public records request form once you have completed it. Please print and write legibly or your request may not be completed. You may submit this form by mailing to the address below, or bringing it in-person to the Glendale Police Department information desk during normal work hours. For crime analysis statistical requests, you can email your completed form to crimeanalysis@glendaleaz.com.

*Glendale Police Department / Records Division
6835 N 57th Drive
Glendale, AZ 85301-2599
(623) 930-3100*

Under provisions of Arizona's public records law (A.R.S. §39-121, et seq.), it is requested of the Glendale Police Department to release the requested public records to me. By signing the request, I am verifying under penalty of perjury that these public records will not be used for commercial purposes.

Commercial Purpose is defined as: *"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 public records for the purpose of solicitation or the sale of 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."*

*If your request is for Commercial Purposes, contact the Glendale City Attorney's Office located at **5850 West Glendale Avenue, Glendale, AZ 85301 (623-930-2930)**. The Commercial Purpose Public Request form is also available on the City of Glendale website at www.glendaleaz.com. All Commercial Purpose Public Records Request forms must be submitted to the Glendale City Attorney's Office.*

Caution: Arizona Revised Statutes §39-121.03(C) provides: "A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial 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 it 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 attorney 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."

Fill in the Public Records Request form and sign it. Any requests received that are not filled out completely and legibly may be rejected or delayed!

The Glendale Police Department reserves the right to charge for services rendered when answering this request based on a standard fee schedule listed on the request form.

GLENDALE POLICE DEPARTMENT
Public Records Request Form - Appendix B



Date Request Made: _____ / _____ / _____	
Write legibly and complete all boxes please	
Requestor Information:	
Requestor Name	Company/Organization REPORT NUMBER
Address	Apt/Ste # City, State Zip Code
Home Phone	Alt Phone (Work, Cell) E-Mail Address
Purpose of Request - check one	
<input type="checkbox"/> Insurance	<input type="checkbox"/> Victim of crime
<input type="checkbox"/> Public Disclosure	<input type="checkbox"/> Student - research
<input type="checkbox"/> Neighborhood Information	<input type="checkbox"/> Media request
<input type="checkbox"/> Government Agency	
<input type="checkbox"/> Other-Describe: _____	
Information Requested/Type of Request - check most appropriate items	
<input type="checkbox"/> Traffic Accident Report	<input type="checkbox"/> Police Policies or Procedures
<input type="checkbox"/> Supplements/Diagrams	<input type="checkbox"/> Arrest/Booking Records
<input type="checkbox"/> Criminal Police Report	<input type="checkbox"/> Crime Analysis Reports*
<input type="checkbox"/> Address Incident History	<input type="checkbox"/> CFS/UCR Statistics for a time period*
<input type="checkbox"/> Photo CD/DVD	<input type="checkbox"/> Other (Describe right): _____
<input type="checkbox"/> Audio/911 CD/DVD	
The Glendale Police Department charges for specific requests as follows:	
Criminal or Traffic reports:	\$5.00 (first 50 pages); \$0.10 cents for each additional page after 50
Address Incident History:	\$7.00 per year, per address searched
Audio/911 CD/DVD:	\$20.00 per disc
Photo/Video CD/DVD:	\$20.00 per disc
Crime Analysis Statistics or Maps	\$25.00
Other:	Additional fees may be required depending on your request and the resources needed to fill it. You will be notified of the costs before completing the request if additional fees are required.
Details of Requested Item (fill out as much as you can and please write legibly):	
Date and Time of Occurrence	Type of Incident
Other parties involved (if known)	Address of Occurrence
	City Glendale, AZ
	Officer who responded (if known)
If requesting internal investigation, or police policies and procedures - include details below (use back of form as needed):	
Name, Purpose for request, Time Period requested, Specific information needed	
For crime analysis statistics, data, maps or other police data or information, please complete the following in addition your name, etc. above:	
Time period-date range/year of interest	Type of Information Wanted (be specific)
	Location or geographic region for data
Purpose and Description of Statistical Data Request, or other details to explain data or information needed - be very specific (use back if needed)	
A review of your request will be completed and forwarded to the appropriate unit for completion or returned to you if it cannot be completed. How would you like the information delivered once it is completed?	
<input type="checkbox"/> Pick-up in-person (6835 N 57th Dr, GPD Main Station Only)	<i>Under penalty of perjury, I hereby declare the public records requested will not be used for Commercial purposes.</i>
<input type="checkbox"/> Mailed (USPS - Valid postal address required above)	
<input type="checkbox"/> * Email (email address must be entered and ONLY statistical reports, maps, and charts/tables - no reports can be emailed)	
----- City use Only Below This Line -----	
Date Request Received:	Total Paid \$ <input type="checkbox"/> No Charge (Victim)
Request Taken by:	Date Information Released:
Logged: <input type="checkbox"/> Ins. <input type="checkbox"/> Public Dis. <input type="checkbox"/>	Released by: _____
	<input type="checkbox"/> Mailed <input type="checkbox"/> P/U
	Receipt No: _____