GLENDALE POLICE DEPARTMENT

Public Records Request Admonition/Disclaimer

Any request for reports, arrest records, photos, video/audio, 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. 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.

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.

Under penalty of perjury, I hereby declare the public records requested will not be used for Commercial Purposes.

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 legibly and completely will be rejected

The Glendale Police Department reserves the right to charge for services rendered in answering your request!

GLENDALE POLICE DEPARTMENT

Public Records Request Details

Date Request Made:	_____/_____/_____		
Requestor Information:	Write legibly and complete all boxes please		
Requestor Name	Company/Organization	Organization Representing	Title
Address	City	State	Zip Code
Home Phone	Business Phone	Cell Phone	Email Address

Purpose of Request - check one

- ☐ Insurance
- ☐ Public Disclosure
- ☐ Victim of Crime
- ☐ Government Agency
- ☐ Student - research
- ☐ Media request
- ☐ Other-Describe: _____

Information Requested/Type of Request - check most appropriate items

- ☐ Traffic Accident Report
- ☐ Criminal Police Report
- ☐ Incident History
- ☐ Other - Describe _____

The Glendale Police Department charges for specific requests as follows:

Criminal Reports:	$5.00 (first 50 pages); 10 cents for each additional page of 50
	No charge to victim of criminal report
Traffic Reports:	$5.00 (first 50 pages); 10 cents for each additional page of 50
Incident History:	$7.00 per year, per address searched
Audio/911 CD:	$20.00 per disc
Photo CD:	$20.00 per
Statistics or Maps	disc $25.00

Details of Requested Item (fill out as much as you can and write legibly or your request may not be able to be filled):

Report Number	Date and Time of Occurrence	Type of Incident	
Address of Occurrence	City		

Additional Information:

If requesting crime statistics, data, maps or other police data or information, please include details to explain data or information needed - be very specific

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?

- ☐ Email (must have entered email address above)
- ☐ Pick-up in-person (6835 N 57th Dr, GPD Main Station Only)
- ☐ Mailed (USPS)

Under penalty of perjury, I hereby declare the public records requested will not be used for Commercial purposes.

Signature

FOR CITY USE ONLY

Date Request Received: _____

Request Taken By: _____

Total Paid: _____ No Charge (Victim) _____

Date Information Released: _____

Released by: _____

_____Mailed _____ P/U