



# Glendale Police Department

## PUBLIC RECORDS REQUEST

To better serve you, and in order to expedite your request, we ask that you please complete and submit the original of this public records request form and mail to:

Glendale Police Department / Records Division  
 6835 North 57<sup>th</sup> Drive  
 Glendale, Arizona 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 this request below, 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](http://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.**

\_\_\_\_\_  
**Printed Name of Requester**

\_\_\_\_\_  
**Signature of Requester**

\_\_\_\_\_  
**Company/Organization  
 (If Applicable)**

\_\_\_\_\_  
**Organization Representing  
 (If Different from Company/Organization)**

\_\_\_\_\_  
**Title (If Applicable)**

\_\_\_\_\_  
**Date of Request**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/State/Zip Code**

\_\_\_\_\_  
**Home Phone**

\_\_\_\_\_  
**Business Phone**

**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."



**Glendale Police Department**  
6835 N. 57<sup>th</sup> Drive  
Glendale, AZ 85301-2599

Case Status _____
Officer _____
Date _____

## **PUBLIC RECORDS REQUEST**

**REQUEST FOR DEPARTMENT REPORT NUMBER:** \_\_\_\_\_

**TYPE OF REQUEST:**

- \_\_\_\_\_ Accident Report
- \_\_\_\_\_ Police Report
- \_\_\_\_\_ Incident History (\$7.00 per year)
- \_\_\_\_\_ Photos CD
- \_\_\_\_\_ Audio/911 CD

**PURPOSE OF REQUEST:**

- \_\_\_\_\_ Insurance
- \_\_\_\_\_ Public Disclosure
- \_\_\_\_\_ Commercial Purpose

**If the report number is unknown to you, you must give sufficient details for a records search:**

Date and Time of Occurrence: \_\_\_\_\_

Location of Occurrence: \_\_\_\_\_

Type of Incident:  
\_\_\_\_\_

Officer Who Responded (If Known): \_\_\_\_\_

Other Parties Involved: \_\_\_\_\_

**PAYMENT MUST BE MADE AT THE TIME OF REQUEST**

**REPORTS:** \$5.00 (first 50 pages); 10 cents for each additional page over 50

**INCIDENT HISTORY:** \$7.00 per year per address

**AUDIO/911 CD:** \$20.00 per disc

**PHOTOS (CD):** \$20.00 per disc

Upon completion of review, the requested information will be mailed to you.

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**FOR CITY USE ONLY**

Date Request Received: \_\_\_\_\_

Date Information Released: \_\_\_\_\_

Request Taken By: \_\_\_\_\_

Released By: \_\_\_\_\_

Entered into Log as \_\_\_\_\_ Ins \_\_\_\_\_ Pub Disc

\_\_\_\_\_ Mailed \_\_\_\_\_ P/U

Total Paid: \_\_\_\_\_ No Charge (Victim) \_\_\_\_\_