

# Public Records Request

**Fax to:** (520) 866-6530 OR  
**Mail to:** Pinal County Development Services  
P.O. Box 2167, Florence, AZ 85232

Any Questions - Call:  
(520) 866-6983



## Public Records Request Information Sheet

Date: \_\_\_\_\_ Name of Requesting Party: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

I request that the Pinal County Development Services: **[check appropriate box(s)]**

- Provide a copy or other reproduction of the following public records:
- I would like to set up an appointment to review the following:

**Note: Be specific, provide as much information as possible (name of property owner or business; location, such as address or parcel # with Township, Range and Section)**

\_\_\_\_\_  
\_\_\_\_\_  
(Use reverse side for additional space for information)

- Non-Commercial Purposes
- Commercial Purposes

If the records are to be used for commercial purposes specifically state those purposes:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Requesting Party's Signature

### Verified Statement of Commercial Purpose

I have indicated above that the reproductions of the public records which I have requested are to be used for commercial purposes, I declare that the reproductions will be used solely for the purpose described above and that the reproductions will not be used directly or indirectly for a different purpose than described above. I declare under penalty of perjury that the foregoing is correct and true.

\_\_\_\_\_  
Requesting Party's Signature

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

### How to Request Information:

Information in the Department's files and computer data bases is available to the public. Individuals requesting information or copies of such information must sign and complete the Public Records Request.

### Process for Researching Information:

The appropriate staff member will research the information requested in a timely manner. There are times when the information has been archived and must be retrieved. At other times the files are in several different locations increasing research time. Requests will be processed in a timely manner, usually within five working days, but requesting individuals must allow for delays.

#### For Internal Use Only

Public Records Request for:

- Asst. County Manager, D.S.
- Air Quality Control
- Building Safety
- Environmental Health
- Planning & Development
- Public Works

Date Routed to Dept: \_\_\_\_\_

Date Routed to OSS: \_\_\_\_\_

County Attorney: \_\_\_\_\_

Request Completed by: \_\_\_\_\_

No. Pages: \_\_\_\_\_

Date to Customer: \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_

**AMT RCVD:** \_\_\_\_\_

**RECEIPT NO:** \_\_\_\_\_

**INFO PROVIDED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_