

Vernon Fire District

PO Box 400 Vernon, AZ 85940
(928) 537-4895 Fax (928) 537-7543
admin@vfdmail.org



Public Records Copy Request Form

Instructions:

- 1) Complete this form, providing as much information as possible. Failure to do so may delay processing.
- 2) If the report will be made available to you within Five - Ten business days.

Hours of Operation: Monday – Thursday 10:00am – 4:00pm (closed all holidays)

Requesting Party Information (please print):

Name (first and last)

Requested Records
Please print and check that staff can read the request

Street Address

City, State, Zip

Phone number

I hereby certify that the requested records will not be used for commercial purposes.

Signature

Date

Received by: _____ Approved by: _____
Date: _____ Date: _____
Cash _____ Check _____ Check # _____ Date requesting Party called for pick up _____

Public Records Request Information and Instruction Sheet

Instructions:

1. Complete a written request form, in person or by mail. (Electronic, telephonic or fax requests are not accepted except from Government Agencies)

- Obtain / Submit the form with payment to the Vernon Fire District Administration Office or mail to:
Vernon Fire District
PO Box 400
Vernon AZ 85940
- Payment must accompany this request or it will be returned. (call office for estimate)
- Records requests will be accepted from walk-ins but will not be available at that time.
- Records requests may be picked up after processed. The requesting party will be notified when the records requested are ready.
- Most requests will be ready for pick up five-ten business days from request.

COST:

Records requests will be \$.50 per page and payable with request.

All requests are subject to Arizona State Statutes and HIPPA laws

Only copies paid for in advance will leave the Vernon Fire District.