



HELLSGATE FIRE DISTRICT
 80 South Walters Lane * Star Valley, AZ 85541
 (928)474-3835 * Fax (928)468-0300
www.hellsgatefire.org

PUBLIC RECORDS REQUEST
 (A.R.S. Title 39)

Name:		Date:	
Address:	Phone:		Charges may be incurred for copying records.
City:	State:	Zip:	Amount Due: \$

Please Note: Active public records are in various locations. The Fire District request that a reasonable amount of time be expected for responding to any request to copy or inspect District records. The District may require additional time to process more difficult request and if so, an estimated time frame will be provided to the requestor.

Indicate whether you desire to inspect or copy public records: <div style="text-align: center;"> <input type="checkbox"/> Inspect <input type="checkbox"/> Copy </div>	Indicate whether you are using the public record for a commercial or non-commercial purpose: <div style="text-align: center;"> <input type="checkbox"/> Commercial* <input type="checkbox"/> Non-Commercial </div>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Specifically describe the record requested for inspection or copying: (The District Manager may return any written request without further processing if it lacks the specificity necessary to identify the public records or other matters to which access or copies is requested.)

“The Arizona public records laws require only that the District produce copies of records that already exist. The law does not require that we compile statistics, customize reports, do research or create documents that do not already exist.” If this should be the case the requestor will be asked to set a time and date to come to the Fire Department and inspect District records. At that time the requestor can make notes, request copies and ask questions that may arise.

*A.R.S. 39-121.03D-Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonable anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of District records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.

Commercial Purpose Statement:

FOR OFFICE USE ONLY: DATE RECEIVED: _____ BY: _____ DATE PROCESSED: _____ BY: _____	REQUEST APPROVED: _____ REQUEST DENIED: _____ COMPLETION DATE & INITIALS: _____
----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------

