

Please print or type all areas

Request for Information/Document

Requestor Name		Telephone Number ()	
Address	City	State	Zip Code

<p>The following is an estimate of the cost for the items you have requested. If you indicate the appropriate action on this form and sign below, the information you requested will be copied. Actual costs will then be listed in the "Actual Charges" column.</p>	<p>See Reverse side for Charges</p>
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Item	No. of Copies	No. of Certified Copies	No. Hours Labor	Estimated Charge	Actual Charges

(Check the box to indicate the action desired and Return)

Postage	\$	\$
Total	\$	\$

PROCEED WITH THE REQUEST, WHICH IS FOR:

- Non-Commercial Use
- Commercial Use - A notarized statement setting forth the commercial purpose for which item is requested must be attached to this request pursuant to A.R.S. 39-121.03.
- Claims Against the U.S. - There is no charge for copies requested that will be used for claims against the United States pursuant to A.R.S. 39-122.

I WILL PAY:

- By Mail - The items will be mailed to you within ten days after receipt of the money order or cashier's check.
- In Person - (See instructions below)

CHARGE TO: Name of News Media _____ Vendor Number _____
 Contact Information _____

- By Mail - The items will be mailed to you. Amount charged will include postage.
- In Person - (See instructions below)

CANCEL THE REQUEST

Requestor's Signature	Date
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FOR OFFICE USE ONLY	
The items will be ready on _____ at _____ at the following location: _____ for you to pick up.	
(Date)	(Time)

ARIZONA DEPARTMENT OF CORRECTIONS

Request for Information/Document

MEDIA RELATIONS

1601 West Jefferson Street

Phoenix, Arizona 85007

Phone 602-542-3133 - Fax 602-542-2859 - Email: media@azcorrections.gov

PUBLIC RECORDS STANDARD CHARGE LIST

Document Type	Number	Charge
Copies (xerographic)		
Single, two-sided or Color	1 - 50	\$0.25
	51 - 100	\$0.50
	100 +	\$1.00
Subpeona	Each	\$0.10
Audio Tapes	Each	\$5.00
VHS Cassettes	Each	\$10.00
Digital Images (DVD)	Each	\$15.00
Compact Disc (CD)	Each	\$15.00
Photographic Print (Black & White or Color)	5 x 7	\$9.00
	8 x 10	\$12.00
	11 x 14	\$18.00
SEARCH AND RETRIEVAL		
Basic Records	Hour	\$15.00
Medical records	Hour	\$10.00
Subpoena	Hour	\$10.00