



Town of Huachuca City Public Records Request

500 N. Gonzales Blvd., Huachuca City, AZ 85616
Phone - 520-456-1354, Fax - 520-456-2230

PLEASE NOTE: A public records request may be submitted via e-mail, fax or in person to the Town Clerk. The Town requests a minimum of 48 hours notice for any request to copy or inspect public records. However, if legal review by the Town Attorney should be necessary, your request may need additional time.

Prices: Non-Commercial copies - \$.25 per page
 Commercial copies - \$.50 per page

Requestor:

Name:	
Address:	
Phone	
Email	

Indicate if your request is to inspect a record or if you require a copy of the document.

<input type="checkbox"/>	Inspection of Record
<input type="checkbox"/>	Copy of Record

Description of the requested record:

Request filled by _____

Date _____

Received by _____

Date _____

ARS 39-121.03 – Commercial purpose includes any use of a public record for the purpose of sale or resale or for the purpose of producing an item containing the same information contained in the public record for the purposes of solicitation for financial gain. If you are using the record for a commercial purpose, you must complete the affidavit below.

I, _____ state that the public record requested above is being requested for a commercial purpose.

Signature

Date