

# Paradise Valley Police Department

## Public Records Request



6433 E Lincoln Dr  
Paradise Valley, AZ 85253  
Phone: 480-948-7418  
Fax: 480-998-0877

Email: [PoliceRecords@paradisevalleyaz.gov](mailto:PoliceRecords@paradisevalleyaz.gov)

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Please indicate what type of public record you are requesting. The approximate turn around time for releasable items are listed. These estimates can vary based on the complexity of the request or availability of records.\*

**Check all that apply:**

Police Report (3 business days\*)

911 Call Recording (7 business days\*)

Photographs (7 business days\*)

Accident Report (3 business days\*)

Other: \_\_\_\_\_

Please provide as much information as possible to help us identify and locate the information being requested.

Incident Report Number(s):

Name of person(s) involved:

Date of Incident:

Location of Incident:

Other:

Pursuant to **ARS 39-121.03**, the applicant certifies that the documents (check one):

Will **NOT** be used for a commercial purpose.

Will be used for a commercial purpose. A certified statement meeting the requirements listed at the end of the application must accompany the request.

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Applicant Name (print):

Address:

Email Address:

Phone Number:

Date:

When the report is ready how would you like to be contacted (check one)?

Email

Phone

*I certify that all information provided in this request is true and correct.*

\_\_\_\_\_  
Applicant Signature

## **\*Releasable Records and Approximate Turn Around Times**

The listed turn around time for records is an estimate and can vary depending on the volume of requests received, availability of records, and the complexity of request. Records may not be releasable at the time of request which can increase processing time. Records that aren't releasable include reports that haven't been finished by an officer or where there is active investigation. Please contact the records section for a more accurate estimated time frame.

### **Payments**

Please note, initial payment is required at time of request. Depending on what is being requested there may be an additional fee. The Town of Paradise Valley accepts cash, business checks and credit cards except for American Express. No refunds will be issued for reports that are not picked up after notification is made that they are ready.

### **Commercial Use**

Arizona Public Records Law, ARS 39-121.03 et seq requires that persons requesting records for a commercial purpose must provide a certified statement setting forth the commercial purpose for which the records are requested. As used in this section, commercial purpose is defined as: *“the use of a public record for the purpose of sale or resale or 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 such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record.”*

A person designating a non-commercial purpose is certifying that the request is not made for business, monetary, economic, commercial or trade reasons, and that neither the requester nor the person which may utilize the information contained in the record as a result of access by the requester will receive economic benefit or gain from utilization of information contained in the record.

An individual who knowingly falsifies his certificate for a document under these provisions is guilty of a Class 6 Felony. Further, any person who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such record for a commercial purpose or who obtains a public record for commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose or actual use been state at the time of obtaining the records.