

Northland Pioneer College Public Record Request Form

Contact Information

Name: _____ Date: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____ FAX: _____

Email Address: _____

Public Record(s) Requested:

Total Number of Pages: _____

Please check one of the following:

- I want to view the public record(s) at Northland Pioneer College at no cost.
- I want to purchase copies of the public record(s). Copied documents, paper or electronic, may be picked up, mailed, or emailed upon receipt of payment. Paper and electronic copies are \$0.25 per page (per side). The fax charge is \$1.00 per page. Mailed documents are subject to postage fees. Large electronic documents may require a USB drive and additional charges will be assessed. Requests for special reports or for commercial use will be assessed an appropriate value as provided in A.R.S. § 39-121.03.

Indicate whether you are using the public record for a commercial or non-commercial purpose. Commercial* Non-Commercial

Commercial Purpose

**ARS §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 for the purpose of solicitation or sale or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. When a person requests copies of public records for commercial purposes, a statement setting forth the commercial purpose for which the copies will be used must be provided.*

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Commercial Purpose Statement:

I _____, declare, under penalty of perjury, that the foregoing is a true and correct statement.
(print name)

Signature

Date

Payment—Make checks payable to NPC. Information release is subject to check clearance.

Method of Payment: Check # _____ Money Order Cash Total Amount \$ _____

For NPC Use Only

Approved Not Approved

Paid \$ _____ on ____/____/____

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

Custodian of Record Signature