

# PUBLIC RECORDS REPRODUCTION REQUEST FORM

## Information and Instruction Sheet

### **REQUESTING PARTY: PLEASE NOTE THE FOLLOWING INFORMATION & INSTRUCTIONS:**

1. Review the information on Page 1
2. Complete Page 2, print, return to Arizona Veterinary Medical Examining Board via fax, email, mail, or in person.
3. Upon receipt, Board staff will provide you with an invoice, if fees are applicable.
4. When the required fees are received at the Board office, Board staff will process your request.

Note: Any individual may visit the Board office to review public documents for no charge. Please call ahead to ensure that the records will be readily available when you arrive!

#### **FEES:**

Per A.A.C. R3-11-105(D), (E), and (G): Fees for the duplication or copying of public records under A.R.S. §39-121.03 are non-refundable and are as follows:

- Noncommercial and commercial copy: 25¢ per page
- Copying requiring more than 15 minutes: \$5.00 for each 15-minute interval exceeding 15 minutes
- Each audio recording: \$10.00 (*usually provided on a CD*)
- Directories for non-commercial use: 5¢ per name and address
- Directories for non-commercial use printed on labels: 10¢ per name and address
- Directories for commercial use: 25¢ per name and address
- Directories for commercial use printed on labels: 30¢ per name and address
- A directory listed above issued electronically: \$5.00 and the applicable name/address fee
- During the pendency of a complaint, neither the individual who has filed a complaint nor the veterinarian who is the subject of a complaint will be charged for duplication of records pertaining to that complaint.

Pursuant to A.R.S. §39-121, et seq., CH. 54 Sec. 2 (effective 5/17/77), any person requesting copies, printouts or photographs of public records to be used for a commercial purpose must provide a VERIFIED STATEMENT.

A person providing a verified statement that the reproductions will be used for a commercial purpose will be furnished such reproduction, the charge for which shall include the following: (1) A portion of the cost to the State for obtaining the documents or records to be reproduced; (2) a reasonable fee covering the cost of time, equipment, and personnel in making the reproduction, and (3) the value of reproduction on the commercial market.

If the custodian of a public record determines that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, he or she may request the Governor to prohibit the furnishing of reproduction for such commercial purposes by Executive Order. If an Executive Order is not issued within thirty (30) days of the custodian's application, the requesting party will be furnished such reproductions for the commercial purpose set forth in his or her verified statement upon payment of the fee discussed above.

"Commercial Purpose" is broadly defined by the Act as "the use of 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 the sale or the obtaining of names and addresses from such public records 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. Commercial purpose does not mean the use of public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state." (A.R.S. §39-121.03(D))

**IMPORTANT:** SUBSECTION C OF A.R.S. §39-121.03 PROVIDES THAT: A person who obtains public records for a commercial purpose without indicating the commercial propose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or obtains a public record for a commercial purpose or obtains a public record for commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall, in addition to other penalties, be liable to the State or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney's fees or 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 of actual use been stated at the time of obtaining the records.

**ARIZONA STATE VETERINARY MEDICAL EXAMINING BOARD**

**PUBLIC RECORDS REPRODUCTION REQUEST**

**Date:**

**Name:**

**Address:**

**Email Address:**

**Phone:**

**Records Requested:**

**These records will be used for:**

**Commercial \_\_\_\_\_ Non-Commercial \_\_\_\_\_ Purposes.**

**If these records are to be used for commercial purposes, specifically state those purposes:**

**Signature of Requestor:**

**PLEASE PRINT AND RETURN THIS FORM VIA FAX, EMAIL, MAIL, OR IN PERSON:**

FAX: (602) 364-1039

EMAIL: [vetboardcomments@vetboard.az.gov](mailto:vetboardcomments@vetboard.az.gov)

MAIL/IN PERSON: 1740 W. Adams St., Suite 4600, Phoenix, Arizona 85007

Individuals with a qualified disability who require this information in an alternate format may contact the Board Office at (602) 364-1738 to make their needs known