

TOWN OF SNOWFLAKE, ARIZONA

REQUEST FOR PUBLIC INFORMATION

The following policies apply to all requests for materials/documents:

1. Each request, after its receipt, is reviewed and processed by the offices of the Town Clerk and Town Attorney. The requestor will be notified when the materials are available. Payment is due prior to receipt of the requested materials and/or information.
2. Materials may be faxed after payment has been received (including cost of transmission, if applicable). Materials requested to be mailed will be sent by first class mail after receipt of payment (including cost of postage). Make checks payable to the Town of Snowflake.
3. Charges for copies are: 20 cents for single side copy and 30 cents for double side copy; \$5.00 for CD

REQUESTED BY:

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____ (HOME) _____ (WORK)

RECORDS REQUESTED (please include time period)

ACTION REQUESTED (check ALL that apply): INSPECT COPY MAIL

NONCOMMERCIAL USE COMMERCIAL USE* (complete below & back of form)

Signature _____ Name Printed _____ Date _____

*Pursuant to A.R.S. 39-121.03(a), state in detail how or for what purpose the records will be used:

FOR OFFICIAL USE ONLY

TOWN CLERK	DATE: _____	DATE STAMP--RECEIVED
TOWN ATTORNEY	DATE: _____	
DEPARTMENT: _____	DATE: _____	
_____	DATE: _____	
_____	DATE: _____	
NOTIFICATION TO REQ		
PAYMENT-TOTAL REC'D: \$ _____	DATE: _____	_____
PICKED UP/MAILED:	DATE: _____	RECEIVED BY
STAFF HOURS (RESEARCH): _____		

AFFIDAVIT

APPLICATION FOR PUBLIC RECORDS
FOR COMMERCIAL PURPOSES

The undersigned, under oath, hereby deposes and states as follows in accordance with A.R.S. §39-121.03(a):

That the foregoing Application for Public Records sets forth accurately the commercial purposes for which the public records requested will be used pursuant to A.R.S. §39-121.03(a).

Dated this _____ day of _____, 20_____.

Applicant

STATE OF ARIZONA)
) ss.
County of Navajo)

This instrument was acknowledged before me this _____ day _____,

20_____, by _____.

Notary Public

My Commission Expires: