

Seeking **Development/Property**
 Info? Easements, permits,
 inspections, etc? Fax this request to
520-866-6530 for fastest service.
 Questions? Call 520-866-
 6882

PINAL COUNTY

WIDE OPEN OPPORTUNITY

Public Records Request - Treasurer

Non-Development Requests Fax to: (520) 866-6450 or scan and e-mail
 to Treasurer@Pinal.gov or **Mail to:** Pinal County, PO Box 827, Florence, AZ 85132

How to Request Information:

Pinal County complies with the provisions of Title 39 of the Arizona Revised Statutes, also known as the Public Records Act. Individuals requesting copies of such information must sign and complete the Public Records Request.

Process for Researching Information:

The appropriate staff member will research the information requested in a timely manner. There are times when the information has been archived and must be retrieved. At other times, documents may be handled by personnel in more than one department. Requests will be processed in a timely manner, usually within five working days, but requesting individuals must allow for delays.

Date: _____ Name of Requesting Party: _____
 Address: _____
 Phone Number: _____ Fax Number: _____
 E-Mail Address: _____

I request that the Pinal County Treasurer: **[check appropriate box(es)]**

- Provide a copy or other reproduction of the following public records:
- I would like to set up an appointment to review the following:

Note: Be specific, provide as much information as possible (dates, names, ranges, etc.) _____

 (Use reverse side for additional space for information)

The records are to be used for: **[check appropriate box]**

- Non-Commercial Purposes
- Commercial Purposes

If the records are to be used for commercial purposes specifically state those purposes: _____

 Requesting Party's Signature

Verified Statement of Commercial Purpose

I have indicated above that the reproductions of the public records which I have requested are to be used for commercial purposes, I declare that the reproductions will be used solely for the purpose described above and that the reproductions will not be used directly or indirectly for a different purpose than described above. I declare under penalty of perjury that the foregoing is correct and true.

 Requesting Party's Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____.
 My Commission Expires: _____

 Notary Public

For Internal Use Only This Public Records Request is for:

- Assistant County Manager Development Svcs
- Assistant County Manager Administrative Svcs
- Air Quality
- Building Safety
- Environmental or Public Health (circle one)
- Planning & Development
- Public Works
- Budget
- Finance/Purchasing
- Human Resources
- Information Technology
- Other Treasurer

Date Routed to Dept: _____
 To whom was it routed: _____
 Request completed by: _____
 Number of pages: _____
 Date to customer: _____
DUE DATE: _____
AMT RCVD: _____
RECEIPT NO: _____
INFO PROVIDED: _____

