



PUBLIC RECORDS REQUEST

Persons requesting copies of public records for a commercial purpose must provide a statement setting forth the commercial purpose for which the records are requested. Upon receipt of this completed form, Northern Arizona University (NAU) will provide responsive records (if any) subject to payment in advance of charges which include the following:

- a portion of the cost to NAU of obtaining the original or copies of the records;
- a reasonable fee for the cost of equipment and personnel used in producing such record or reproduction; and
- the value of the record or reproduction in the commercial market.

II. Under Arizona Revised Statute ([A.R.S. §39-121.03\(D\)](#)), “commercial purpose” means the use of a public public record for the purpose of:

- *sale or resale;*
- *producing a document containing all or part of the copy, printout or photograph for sale;*
- *obtaining of names and addresses from such public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation; or*
- *any purpose in which the requestor can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public records.*

Requestor Information	
Name and Title/Position:	
Employer Name and Address:	
Telephone:	E-mail:
Description of Primary Business of Employer:	
Records Requested	
Describe with specificity the records being requested:	

Is this a commercial request?		
<input type="checkbox"/> No (Skip to Certification) <input type="checkbox"/> Yes (Complete below Statement of Purpose and Pricing)		
Statement of Purpose and Pricing		
1.	Sale or resale to (identify market):	Price, Price Range or Cost per Sale/Unit:
2.	Production for sale of document/material containing all or part of the public record (describe document/material):	Price:
3.	Obtaining names/addresses for solicitation or sale for purposes of solicitation (identify market and purpose):	Price, Price Range or Cost:
4.	Other purpose (describe):	Price or Value:

Certification*		
I certify and attest that the requested records will not be used for commercial purposes as defined in A.R.S. 39-121.03 and that I am aware of the penalties of not indicating a commercial purpose as laid out below.		
Print Name:	Signature:	Date:

Return completed form to NAU Communications: NAUcomm@nau.edu.

***CAUTION: [A.R.S. §39-121.03\(C\)](#) sets forth the penalties and damages applicable to persons who obtain public records for a commercial purpose without indicating the commercial purpose or who obtain a public record for a noncommercial purpose and who use or knowingly allow the use of such public record for a commercial purpose or who obtain a public record for a commercial purpose and use or knowingly allow the use of such public record for a different commercial purpose or who obtain a public record from anyone other than the custodian of such records and use it for a commercial purpose.**