

# Hearing Office Public Records Request

**Fax to:** (520) 866-6267 OR  
**Mail to:** Pinal County Hearing Office  
P.O. Box 1326, Florence, AZ 85232

Any Questions - Call:  
(520) 866-6292



## Public Records Request Information Sheet

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

I request that the Pinal County Hearing Office: **[check appropriate box(s)]**

- 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 (name of property owner or business; location, such as address or parcel # or case #)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

- Personal

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

\_\_\_\_\_  
\_\_\_\_\_

### 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 personal 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

### How to Request Information:

Information in the Department's files and computer data bases is available to the public. Individuals requesting information or copies of such information must 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 There are times when the information has been archived and must be retrieved. Requests will be processed in a timely manner, usually within five working days, but requesting individuals must allow for delays.

#### For Internal Use Only

Public Records Request for:

- Code Compliance Cases
- Animal Control Cases
- Housing Cases
- Alarm Cases

Date Routed to Dept: \_\_\_\_\_

Request Completed by: \_\_\_\_\_

No. Pages: \_\_\_\_\_

Date to Customer: \_\_\_\_\_

**DUE DATE:** \_\_\_\_\_