POLICE RECORDS RELEASE REQUEST

The Northern Arizona University Police Department, in accordance with Arizona Revised Statutes (ARS § 39-121.03D) governing the dissemination of public records, will make available to requesting parties copies of public records. Requests are processed during regular business hours.

We strive to fulfill requests in a reasonable time frame. We will notify you of an expected completion date and any anticipated delays in processing when we receive your request.

There is a fee associated with the copying of records, as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police Reports</td>
<td>$10.00 for 30 pages or less (25¢/page thereafter)</td>
</tr>
<tr>
<td>Copies of Photographs</td>
<td>$1.00 per photo</td>
</tr>
<tr>
<td>Audio Reproduction</td>
<td>$25.00/item</td>
</tr>
<tr>
<td>Video Reproduction</td>
<td>$23.00 per half hour of video reviewed</td>
</tr>
<tr>
<td>Physical Media to include thumb drives and external hard drives</td>
<td>Additional $30 per physical device</td>
</tr>
</tbody>
</table>

Payment must be received prior to the release of any report. Items not picked up sixty (60) days after notification will be destroyed and there will be no refund of fees paid. Email completed form to PDRecords@nau.edu.

Under the provisions of ARS § 39-121 (Public Records Law), it is requested that the following police record of this agency be released:

NAU PD Report #: Date of Incident:

Name of Involved Party: Date of Birth:

Location of Incident: Type of Incident:

Record Description:
- ☐ Report
- ☐ Photos
- ☐ Citation
- ☐ Body Camera Video
- ☐ 911 Call
- ☐ Traffic accident report

Requester Type:
- ☐ Victim
- ☐ Insurance Company
- ☐ Witness
- ☐ Defendant or legal representative
- ☐ Media

Please complete the following information so we may contact you when your request is ready to pick-up:

Name: Local Phone Number:

Address: Fax Number:

City / State / ZIP: Email Address:

I hereby certify under penalty of perjury that the requested record(s) will NOT be used for commercial purposes as defined in ARS § 39-121.03.

Please Sign: Today's Date:

NAU POLICE RECORDS USE ONLY

Date Released: Processed By:

Cost: Receipt Number:

Payment Method:
- ☐ Cash
- ☐ Money Order
- ☐ Check

Delivery Method:
- ☐ Emailed
- ☐ Faxed
- ☐ Mailed
- ☐ Picked Up in Person

PD83 – 01/24