

### 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:

<b>All Requesting Parties</b>	▪ \$5.00 for 30 pages or less (25¢/page thereafter)
<b>Scanned Copies of Photographs</b>	▪ \$1.00/page
<b>Audio/Video Reproduction</b>	▪ \$25.00/item

**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.**

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: \_\_\_\_\_

Type of Record Requested: \_\_\_\_\_ Name of Involved Party: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

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

Name: \_\_\_\_\_ Local Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Alternate Phone 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**  
(See back for notes)

Date Released / Mailed: \_\_\_\_\_ Processed By: \_\_\_\_\_