



**University Police Department**

Records Section  
PO Box 5602  
Flagstaff, AZ 86011-5602

928-523-8884  
928-523-9483 fax  
www.nau.edu/police

**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 for records are processed during the regular business hours of the Records Section.

The processing of records requests normally takes 24-48 hours. However, if the record you are requesting has not yet been completed, you will be notified when it is available for release to you.

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

<b>NAU Students and Employees</b>	<ul style="list-style-type: none"> <li>▪ 25¢ per page for reports of 10 pages or less</li> <li>▪ \$5.00 for reports of 11-30 pages (25¢/page thereafter)</li> </ul>
<b>All Other Requesting Parties</b>	<ul style="list-style-type: none"> <li>▪ \$5.00 for 30 pages or less (25¢/page thereafter)</li> </ul>
<b>Scanned Copies of Photographs</b>	<ul style="list-style-type: none"> <li>▪ \$1.00/page</li> </ul>
<b>Audio/Video Reproduction</b>	<ul style="list-style-type: none"> <li>▪ \$25.00/item</li> </ul>

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: \_\_\_\_\_