

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 are normally filled in a reasonable timeframe. However, if the record request cannot be filled in a timely manner or the record has not yet been completed, you will be notified of the delay and when it is available for release to you.

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

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

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: _____