



**INDUSTRIAL COMMISSION OF ARIZONA**

800 W WASHINGTON STREET  
PHOENIX, ARIZONA 85007  
(602) 542-4661

**PUBLIC RECORDS REQUEST FORM**

(Further instructions are available at <https://www.azica.gov/forms/legal4401>)

**A.** Please select the type of record(s) requested:

- Administration
- Arizona Division of Occupational Safety & Health (ADOSH)
- Labor Division
- Workers' Compensation (You **must** complete paragraph C below if requesting workers' compensation claim records.)
- Other (explain)

**B.** Please describe or identify the record(s) requested. To facilitate prompt processing, provide as much information as possible. For example, a request for ADOSH records should include employer name, inspection date, accident or fatality, and/or activity number. A request for workers' compensation claim records should include claimant name, claim number, date of injury, and a description of requested records.

**C. FOR WORKERS' COMPENSATION REQUESTS ONLY:** Workers' compensation claim records are private and confidential. See A.R.S. § 23-908; A.A.C. R20-5-108(A). Workers' compensation claim records will only be released to an interested party to a workers' compensation claim (or their authorized representative, upon submission of a written authorization) or to a person that has received: (1) a written authorization signed by the affected claimant or the affected claimant's authorized representative or (2) a court order. See A.R.S. § 23-941(H); A.A.C. R20-5-108. If you are requesting workers' compensation claim records or information contained in workers' compensation claim records, please identify the basis for your request:

If Other, explain

To facilitate processing of your request, you **must** attach copies of necessary written authorizations or court orders to this Request Form and submit to the Industrial Commission of Arizona. Please see <https://www.azica.gov/forms/legal4401> for additional instructions. Attach supporting documentation here:

**D.** Please specify the intended use of the record(s).            Noncommercial Use            Commercial Use\*

\*If requested information is to be used for a commercial purpose, you **must** submit a statement setting forth the commercial purpose for which the information is to be used. Please see the second page of this form for the definition of "commercial purpose."

Statement of Commercial Purpose (including a description of any anticipated monetary gain from the sale or use of the requested record(s)):

NOTICE: Any person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose shall be liable for damages as set forth in A.R.S. § 39-121.03(C).

**E.** Please specify the manner of delivery of the requested record(s).            Mail (additional fees will apply)            Pick-up

**F. CERTIFICATION:** I have read and understand this form, including the provisions on the second page of this form. I certify that copies or reproductions of public records will not be used directly or indirectly for any purpose other than described above. I understand that I am responsible for paying all fees associated with this request before the requested records will be provided.

(Print Name)	(E-mail Address)
(Address)	(Phone Number)
(Signature)	(Date)

A.R.S. § 39-121.01 (D)(1) - PUBLIC RECORDS REPRODUCTION

. . . The custodian may require any person requesting that the custodian mail a copy of any public record to pay in advance for any copying and postage charges . . .

A.R.S. § 39-121.03 - REQUEST FOR COPIES, PRINTOUTS OR PHOTOGRAPHS; STATEMENT OF PURPOSE; FEES

A. When a person requests copies, printouts or photographs of public records for a commercial purpose, the person shall provide a statement setting forth the commercial purpose for which the copies, printouts or photographs will be used. Upon being furnished the statement the custodian of such records may furnish reproductions, the charge for which shall include the following:

1. A portion of the cost to the public body for obtaining the original or copies of the documents, printouts or photographs.
2. A reasonable fee for the cost of time, materials, equipment and personnel in producing such reproduction.
3. The value of the reproduction on the commercial market as best determined by the public body.

COMMERCIAL PURPOSE AS ABUSE OF PUBLIC RECORD; DETERMINATION BY GOVERNOR

B. If the custodian of a public record determines that the commercial purpose stated in the statement is a misuse of public records or is an abuse of the right to receive public records, the custodian may apply to the governor requesting that the governor by executive order prohibit the furnishing of copies, printouts or photographs for such commercial purpose. The governor, upon application from a custodian of public records, shall determine whether the commercial purpose is a misuse or an abuse of the public record. If the governor determines that the public record shall not be provided for such commercial purpose the governor shall issue an executive order prohibiting the providing of such public records for such commercial purpose. If no order is issued within thirty days of the date of application, the custodian of public records shall provide such copies, printouts or photographs upon being paid the fee determined pursuant to subsection A.

CIVIL PENALTY

C. A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or who obtains a public record for a commercial purpose and uses or knowingly allows the use of such public record for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorney fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records.

DEFINITION OF COMMERCIAL PURPOSE

D. For the purposes of this section, "commercial purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body.

A.R.S. § 39-122 - FREE SEARCHES FOR AND COPIES OF PUBLIC RECORDS TO BE USED IN CLAIMS AGAINST THE UNITED STATES; LIABILITY FOR NONCOMPLIANCE

A. No state, county or city, or any officer or board thereof shall demand or receive a fee or compensation for issuing certified copies of public records or for making search for them, when they are to be used in connection with a claim for a pension, allotment, allowance, compensation, insurance or other benefits which is to be presented to the United States or a bureau or department thereof.

B. Notaries public shall not charge for an acknowledgment to a document which is to be so filed or presented.

C. The services specified in subsections A and B shall be rendered on request of an official of the United States, a claimant, his guardian or attorney. For each failure or refusal so to do, the officer so failing shall be liable on his official bond.

RIGHT TO DENY PUBLIC INSPECTION

The Commission expressly reserves its right to deny inspection of a public record when: (1) the record is made confidential by statute or otherwise; (2) the record involves the privacy interests of persons; or (3) disclosure would be detrimental to the best interests of the State.

DISCLAIMER OF LIABILITY

The requester expressly agrees that its use of data provided in public records is at the requester's sole risk. The Commission shall assume no liability for: (1) any errors, omissions, or inaccuracies in the information provided regardless of how caused; or (2) any decision or action taken or not taken by requester in reliance upon any information or data furnished by the Commission.