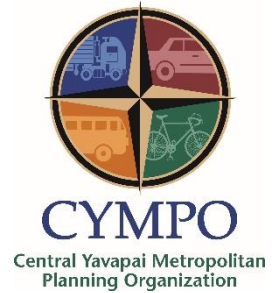


# PUBLIC RECORDS ACCESS REQUEST

*This request will be handled promptly based on the nature and extent of the request. If CYMPO requires more than ten (10) working days from the date of the request, you will be so notified.*



I desire to:  <input type="checkbox"/> Inspect Records  <input type="checkbox"/> Copy Records  <input type="checkbox"/> Receive Email copies if available	<b>Specifically describe the records requested for inspection or copying:</b>
	(Please attach additional sheet if necessary)

The requested records will be used for:  non-commercial purpose  
 commercial purpose\*\*

**\*\*A.R.S. §39-121.03 – Commercial purpose includes any 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 to another for the purpose of solicitation or for any purpose where the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of the record. If you are using the record for a commercial purpose as described above, you must complete the Commercial Purpose Statement below.**

### COMMERCIAL PURPOSE STATEMENT

Describe the manner in which the requested records will be used: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name:	Email Address:	Date:
Agency Name:	Fax Number:	Phone Number:
Address:	City:	State: Zip Code:

\_\_\_\_\_  
 Signature of Requesting Party

**Send completed request to:**  
 Central Yavapai Metropolitan Planning Organization  
 1971 Commerce Center Circle, Ste. E  
 Prescott, AZ 86301  
 (928) 442-5730 Office  
 (928) 442-5736 Fax  
 E-mail : [Allison.McCarthy@yavapai.gov](mailto:Allison.McCarthy@yavapai.gov)

**OFFICE USE ONLY: The department shall provide the following information.**

Date Received: _____	Time Received _____ am pm
CYMPO Employee Completing : _____	
Number of Copies: _____	Amount Charged: _____
Date completed: _____	Date Mailed/E-Mailed: _____
Specifically describe records that were provided: _____	
_____	
_____	
_____	