



ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS

1624 West Adams Street - Phoenix, Arizona 85007

PUBLIC RECORDS REQUEST

REQUESTOR INFORMATION

NAME / COMPANY NAME (IF APPLICABLE)			
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	

* *If there is a charge for the requested records, that charge must be paid before the records will be provided. The cost is 10 cents per page, whether the records are mailed or faxed. For security reasons, records will not be emailed.*

If the records requested are to be used for a commercial purpose, please check here:

* *There may be an additional charge for records to be used for a commercial purpose.*

Please indicate how you would like to be notified of the charge for the records:

Telephone

Email

USPS Mail

Fax

RECORDS REQUESTED - *Please include as much information as possible.*

REPORT NUMBER (IF KNOWN)	DATE OF EVENT	TIME OF EVENT
SUBJECT NAME	DATE OF BIRTH	YOUTH K#
EVENT LOCATION		

REPORT DESCRIPTION - *Describe the type of report or information you are requesting. Be as specific as possible.*

REPORT DESCRIPTION – Continued

** If the agency has questions regarding your request, or needs clarification, you may be contacted.*

By submitting this request, I certify that the above provided information is true and accurate to the best of my knowledge.

PRINTED NAME OF REQUESTOR	SIGNATURE OF REQUESTOR	DATE

You **must** include by a legible copy of a valid, signed, government-issued picture identification, and either

- (A) A notarized authorization to release information signed by the individual whose information is being requested,
 - i. If it is a juvenile under the age of 18, a signed release by the juvenile’s parent and/or legal guardian; or
 - ii. If it is a former juvenile over the age of 18, a signed release by the juvenile.

OR

- (B) Documentation establishing your authority to request and obtain the copies requested, such as a court order.

Email Request To: James Mapp, ADJC Public Records, at jmapp@azdjic.gov.

Fax Request To: (602) 364-3524

Mail Request To: Arizona Department of Juvenile Corrections
Public Records Request – Attn: James Mapp
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