

**PUBLIC RECORDS REPRODUCTION REQUEST**  
(Ad-Hoc\* Request)

Thank you for your interest in the Arizona Corporation Commission's business information system. Our Business Filings Data Base contains information on all Corporations and Limited Liability Companies transacting business in Arizona. The fields available are as follow: business name and address, incorporating date, approval date, statutory agent name and address, officer and director names and addresses, name change and merger information, status information, domicile by county, zip-code or city and business type.

We cannot provide the following information: SIC Codes, UCC Codes, Phone Numbers, Social Security Numbers, EIN numbers, E-mail addresses or Financial Information. This information is not captured or entered into the database.

**Criteria for Requesting Ad-Hoc\* Reports**

1. Specific information (fields) required. (i.e., Corporation Name, Address, Statutory Agent's Name, Date of Incorporation, Date of Approval, etc.)
2. Specific selection criteria. (i.e., profit/non-profit corporations, specific domicile, date of incorporation, etc.)

**\*Ad-Hoc: Defined as extracting information based on specific fields in the database.**

**Hard-Copy Printout**

Printouts are provided on 8.5" by 11" sheets of white paper.

**Ad-Hoc Diskette, CD-Rom or Electronic Mail File**

Requests are formatted in double-quote delimited, comma-separated ASCII data. This format is useful for "importing" the data into most databases and spreadsheet programs.

**NOTE:** Due to the considerable size of most requests, all Diskettes will be sent in a compressed format, using PKZIP.EXE to reduce the number of Diskettes required to transmit the data. The decompression program will be sent along with the data. If this is not practical, please consider the Ad-Hoc CD-Rom.

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**Fees for record(s) requested for commercial purposes**  
**A.R.S. §§10-122, 10-3122 and 39-121.03**

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|----|---|------------|
| 1. | Ad-Hoc Diskette, CD-Rom, Electronic Mail File | \$75.00    |
| 2. | Ad-Hoc Hardcopy Printout                      | \$150.00   |
| 3. | CD-Rom or Download of Full File               | \$1,000.00 |

**We do not accept Credit Cards**  
**Please make check payable to the Arizona Corporation Commission**

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For general corporate record questions, please call (602) 542-3026.  
For programming or data specification questions, please call (602) 364-4433 or e-mail [ITSupport@azcc.gov](mailto:ITSupport@azcc.gov)

**MAILING ADDRESS:**

**ARIZONA CORPORATION COMMISSION  
IT DIVISION  
1200 WEST WASHINGTON  
PHOENIX, AZ 85007**

**DROP-OFF LOCATION:**

**ARIZONA CORPORATION COMMISSION  
RECORDS DIVISION  
1300 WEST WASHINGTON, ROOM 101  
PHOENIX, AZ 85007**

# STATE OF ARIZONA

## Public Record Reproduction Request Information and Instruction Sheet

### Requesting Party: Please read and note the following information and instructions.

Pursuant to A.R.S. §39-121.03, any person requesting copies, printouts or photographs of public records must provide a STATEMENT as to whether the use of such reproductions will be for COMMERCIAL or NON-COMMERCIAL purposes.

A person providing a statement that the reproductions **will not be used for a commercial purpose** will be furnished such reproductions at a reasonable fee, not exceeding a commercial rate for like service.

A person providing a statement setting forth the commercial purpose for which the reproduction will be used, may be furnished such reproductions at the discretion of the custodian of the records for a charge reflecting the following:

1. A portion of the cost to the State for obtaining the documents or records to be reproduced.
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproduction.
3. The value of the reproduction on the commercial market as best determined by the State.

"Commercial purpose" is broadly defined as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." (A.R.S. §39-121.03.D) and includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

Pursuant to A.R.S. §39-121.03(B), the Arizona Corporation Commission retains the ability to deny a request for public records that will be used for a commercial purpose if the Commission believes the commercial purpose stated is a misuse of public records.

**IMPORTANT:** Subsection C of A.R.S. §39-121.03 provides that:

"A person who obtains public records for a commercial purpose without indicating the commercial purpose or who obtains a public record for a non-commercial purpose and uses or knowingly allows the use of such public record for a commercial purpose or 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 obtains a public record from anyone other than the custodian of such records and uses them for a commercial purpose shall in addition to other penalties be liable to the State or the political subdivision from whom 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 attorneys' fees or shall be liable to the State 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."

STATE OF ARIZONA

PUBLIC RECORDS REPRODUCTION REQUEST  
(Required by Arizona Revised Statutes §39-121.03)

The fields in this form are fillable.  
To advance from field to field, use the Tab Key.

Date Requested: (mm/dd/yyyy)

Requestor Name:

Name of Requesting Firm/Agency:

Address:

City, State, Zip:

Phone:

INDICATE THE RECORD(S) YOU WISH TO HAVE COPIED OR REPRODUCED:

INDICATE (X) WHETHER THE RECORD(S) ARE TO BE USED FOR:

Commercial Purposes

Noncommercial Purposes

IF THE RECORD(S) ARE TO BE USED FOR A COMMERCIAL PURPOSE, PLEASE STATE THAT PURPOSE BELOW:

I, (Requesting Party), understand that I am being sold the use of the public records referred to herein and am prohibited from their use for any reason other than as stated above; that at all times these records remain the property of the Arizona Corporation Commission and are subject to return upon demand I, (Requesting Party), declare that I have read the information and instruction sheet accompanying this form (or A.R.S. §39-121.03 itself) and understand the contents therein. I further declare, under penalty of perjury, that the foregoing is correct and true.

(Signature of Requesting Party)

Table with 2 columns and 5 rows for IT staff completion. Headers: WORK ORDER NUMBER, DATE REQUEST RECEIVED, AMOUNT CHARGED, CHECK NUMBER, COMPLETED BY, DATE WORK ORDER COMPLETED, FILE NAME.

Mailing Address: Arizona Corporation Commission, IT Division, 1200 W. Washington, Phoenix, AZ 85007
Drop-off Location: Records Division, 1300 W. Washington, Room 101, Phoenix, AZ 85007