

PIMA COUNTY SHERIFF'S DEPARTMENT PUBLIC RECORDS REQUEST FORM

Complete the request form and email it to PublicRecordsRequest@sheriff.pima.gov
or mail it to Pima County Sheriff's Department, Records Maintenance Unit
1650 E. Benson Highway Suite C, Tucson, AZ 85714

Unclaimed requests are purged thirty (30) days after completion

**** Effective September 2025 pursuant to A.R.S. § 39-121.03A, select below which applies to your request****

☐ NON-COMMERCIAL

☐ COMMERCIAL USE (If marked, specify below)

REQUESTOR'S INFORMATION

TODAY'S DATE: _____

REQUESTOR'S NAME: _____ PHONE NUMBER: _____

Mailing Address / Apt. #

City and State

Zip Code

☐ CHECK FOR VISA / CLEARANCE LETTER

DOB: ____ / ____ / ____ SSN: ____ - ____ - ____ ID #: _____

DELIVERY OPTIONS:

☐ MAIL

☐ PICK-UP IN-PERSON

☐ E-MAIL

E-mail address to send invoice / item(s)

REQUESTING TO OBTAIN:

CASE NUMBER: _____

☐ **Report / Crash Report** (Minimum \$5.00 each 1-20 pages, and .25 cents per additional page.)

☐ **Photos** (\$10.00 each)

☐ **Audio** (\$10.00 each)

☐ **Video / Body Worn Camera:**

(Per A.R.S. § 39-129 the cost of each video is **\$46.00 per video / per hour reviewed / processed.**)

**** Some items are not releasable at the time of request and may require authorization prior to release.
This can take a minimum of fifteen (15) days to process.****

ADDITIONAL INFORMATION:

Location: _____ Date: _____

Person(s) Involved: _____

DOB: ____ / ____ / ____ SSN: ____ - ____ - ____

►RECORDS TECHNICIAN ONLY◀

Processed By: _____

Cost: _____

Release Date: _____

CODE	E AUTH	CID UNIT	DS MAIN