



Name:		Phone number:	
		Fax number:	
Address:	City:	State:	ZIP code:
Email address:			

Notice
The request record cannot be used for commercial purposes, as defined in ARS § 39.121.03, without prior written consent. Anyone violating this law can be held liable for damages and other civil penalties. **Any fees must be pre-paid; there are no refunds.** Records provided are records available at the time of the process. The fee structure is posted on the ASU Police website and at the ASU Police Department. The requested records will be held for 14 days after you are notified they are ready for pick up; otherwise, they will be destroyed.

The following information is required before a record search will be conducted. Please print clearly.

Record number:	Date of incident:	Time of incident:
Location of incident:		
Name of person on record:		Date of birth:
Requestor type:	Record description*:	
<input type="checkbox"/> Victim <input type="checkbox"/> Witness <input type="checkbox"/> Defendant or legal representative <input type="checkbox"/> Insurance company	<input type="checkbox"/> Report or citation <input type="checkbox"/> 911 call <input type="checkbox"/> Body camera video <input type="checkbox"/> Traffic accident report <input type="checkbox"/> Photos	

Records office use only.

Initials of employee receiving request:		Data request received:	
Mode received: <input type="checkbox"/> In-person <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Phone			
<input type="checkbox"/> Enclosed is the letter of clearance you requested.		Number of pages in the report:	
Initials of the processor:		Date processed:	
<input type="checkbox"/> Faxed or delivered by other means. Verified law enforcement or official designation only.		<input type="checkbox"/> Left at the counter for pickup	
<input type="checkbox"/> Mailed		<input type="checkbox"/> Emailed	
Total amount due:	Amount received:	Receipt number:	Payment method:
Payment received by:	Date received:		<input type="checkbox"/> Cash <input type="checkbox"/> Check or money order <input type="checkbox"/> Credit card

*Requested items must be reviewed and processed according to applicable State Law, Police Department policy, and Maricopa County Attorney's Guidelines. As such, some items may not be immediately available.