

ARIZONA REGISTRAR of CONTRACTORS

1700 W. Washington St. Suite 200
 Phoenix, AZ 85007 Phone: (602)542-1525
 Effective Date: May 1, 2020
 Supersedes all other versions



SUBJECT: Arizona Registrar of Contractors Public Records Fee Schedule

- Under Arizona's public records law A.R.S. 39-121.01, public bodies may charge certain reasonable fees when responding to a request for copies of public records.
- Under public records law A.R.S 39-121.01 (D)(1), any person may request to examine public records during regular office hours. Contact the Registrar's customer service line at (602) 542-1525 and ask for the Public Records manager or email publicrecords@roc.az.gov to schedule an appointment.
- Charges are applied at the flat rate fee for each Public Records Request Form submitted.
- When fees are applied you will be provided a statement of cost. Applicable fees must be paid prior to the release of records. Payments will be accepted in money order, check or credit card. Include the provided statement of cost when curing applicable fees.
- For additional information on Commercial and Non-Commercial Requests view the Registrar's Public Records Request forms at <https://roc.az.gov/> or contact the Records Manager at (602) 542-1525.

Description	Delivery Method	Cost
<i>Affiliation to a Record: Complainant, Respondent, Attorney Representation</i>	Electronic, Hardcopy Mail Certified, Non-Certified	No Charge: Only applies to records with affiliation
<i>Non-Affiliation member of the public</i>	Electronic/DVD/USB	Flat Rate: \$15.00 (One-three records) \$5.00 for each additional record beyond three (per request form)
	Hard Copy	\$.10 per page no color \$.25 per page color
	Pick up	No additional fees
	USPS Mail Delivery	Flat Rate: \$10.00 Postage/Envelope/ Handling Fee
<i>Commercial</i>	Electronic	Minimum Fee: \$100.00
<i>Media</i>		Contact The Public Information Officer at (602) 542-1525
<i>Certified Copy</i>	Electronic	No additional fee
	Hard Copy Pick-up	No additional fee
	Hard Copy mail	No additional fee