



STATE OF ARIZONA  
 BOARD OF BEHAVIORAL HEALTH EXAMINERS  
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DOUGLAS A. DUCEY  
 Governor

TOBI ZAVALA  
 Executive Director

**PUBLIC RECORDS REQUEST FORM**

Please use this form to print and mail with a payment. Use the [Submit Online](#) option to pay via credit card.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete and submit the following form to request access to or copies of public records. If you are making a request for photocopies, staff will notify you of the cost by mail. If you would like to view the files in person, staff will confirm your request by telephone. Confidential records will not be provided.

**License File** – List name or license #: \_\_\_\_\_

Photocopies (\$.50 per page after 4)  Email Records\* (\$25.00)  Review in person

**Meeting Information\*\*** – For meeting date: \_\_\_\_\_

Photocopies (\$.50 per page after 4)  Email Records\* (\$25.00)  Audio Flash Drive (\$20.00)

**Mailing List** – Available by Email only – File includes name, mailing address, license # and expiration date.

Excel File (\$150.00) – Email Address: \_\_\_\_\_

Other (please describe the records you are requesting below):

Photocopies (\$.50 per page after 4)  Email Records\* (\$25.00)  Review in person

\*Flash drive available upon request.

\*\*Board minutes available online, and as of January 1, 2019, meeting audio available online.

Will the records you have requested be used for commercial purposes?  YES  NO

If “YES”, please indicate the commercial purpose: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board fees under \$40 may be paid by personal check. All other fees are payable by certified check or money order. You may request electronic records, audio flash drive, mailing list, and license verifications on the Board’s website and pay applicable fees by credit card.