

Public Records Request Instructions

To obtain a public record from the Arizona Department of Transportation, please follow the instructions below:

1. Submit a public record request in one of the following formats:

- **Complete and submit the “Public Records Request” form located at:** <https://www.azdot.gov/media>
- **Email to:** ADOTPublicRecords@azdot.gov
- **Mail or hand deliver to:**
ADOT Risk Management
Attn: Custodian of Records
1324 N. 22nd Avenue
Phoenix, AZ 85009

MEDIA REQUESTS: Please email media requests to: news@azdot.gov

2. Be as specific as possible. General descriptions and broad requests may cause uncertainty and delay the processing of your request. Please include as much of the following information as possible:

- Specific name and date(s) of the record
- Location of documents, if known
- Route and milepost, if record is specific to a location
- Date of loss, if applicable
- Date range to search

3. Commercial purpose public record requests are subject to ARS 39-121.03(D). Please complete and submit both the ADOT Public Record Request form and the Commercial Purpose Worksheet. Commercial purpose requests are considered in accordance with Arizona public records statute.

4. Public record requests are processed in the order in which they are received and may take up to 30 days or longer to fulfill depending on nature of request. Our office is not a repository for records. Each request is processed individually and responsive records are obtained from appropriate offices within ADOT. We make every effort to respond promptly.

5. Payment is required for all costs incurred pursuant to A.R.S. 39.121.01. Once the requested public records are available, the requester will be notified of the total cost. Payment in advance is required before any records are provided. Only exact cash, check or money orders payable to “Arizona Department of Transportation” are accepted.