



**F. ANN RODRIGUEZ
PIMA COUNTY RECORDER**

**PIMA COUNTY RECORDER WEB ACCOUNT
USER TERMS AND INSTRUCTION SHEET**

The following agreement will outline the terms and conditions of using the Pima County Recorder's Office online subscription service.

All web account users, except those subscribing to Affidavits of Property Value, will be able to view both recorded documents and maps. Recorded documents will be charged \$0.225 per viewing, while recorded maps will be charged \$3.00 per viewing. The minimum payment for additional images or maps will be \$45.00 per payment.

There is no expiration date on web accounts; however, an account that has not been used in twelve months may be deactivated, and any balance of funds left in the account will be non-refundable.

New web account users will be required to pay a minimum of \$100.00 to open an account; \$50.00 will be applied toward a non-refundable set-up fee, and the balance will be applied toward viewing recorded documents and/or maps.

Once an account is set up, the user will be assigned a login and password in order to access the account. The login and password will be emailed to the email address that is on the web application form. One administrator (or contact person) will be assigned to each account. Each account may have multiple users that need to be added and deleted through the administrator of the account.

Each account holder is responsible for tracking the funds within their own account. The system includes a customer account tracking program that will allow customers to monitor their account usage, including the identifiers of all documents and maps reviewed and the fees assessed. **The Recorder's Office will not send out reminders if the account is getting low on funds.** Please keep in mind that the Recorder's Office accepts only cash or check(s) as payment and cannot take payment electronically or over the telephone. Also, each account holder is responsible for all images and maps viewed under their particular login and password; therefore, we advise all account holders to limit the number of people who has access to account information.

Pursuant to A.R.S. 39-121.03, a person requesting copies, printouts or photographs of public records shall, upon making a request, provide a certified statement setting forth the commercial purpose for which the copies, printouts or photographs will be used.

A person providing a certified statement that the reproductions will not be used for a commercial purpose will be furnished the reproductions at a reasonable fee, not exceeding a commercial rate for like services.

A person providing a certified statement setting forth the commercial purpose for which the reproduction will be used may be furnished the reproductions at the discretion of the custodian of the records, the charge for which shall include the following:

1. A portion of the cost to the County for obtaining the documents or records to be reproduced.
2. A reasonable fee covering the cost of time, equipment and personnel in making the reproductions, and
3. The value of reproduction on the commercial market.

If the custodian of a public record believes that the commercial purpose of a reproduction is a misuse of public records or an abuse of the right to receive them, the custodian may refuse the request and may request the Governor to prohibit the furnishing of reproductions for the commercial purposes by Executive Order. If an Executive Order is not issued within thirty days of the custodian's application, the requesting party shall be furnished the reproductions for the commercial purposes set forth in the certified statement upon payment of the required fee.

"Commercial purpose" is broadly defined by statute as "any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of such public record." A.R.S. 39-121.03(D). "Commercial purpose" includes copies of records for sale or resale and copies of printouts of names and addresses for purposes of solicitation of business.

DEFINITION OF COMMERCIAL PURPOSE

A.R.S. 39-121.03(D) defines the term "commercial purpose" as follows:

"... the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from public records for the purpose of solicitation or the sale of names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from the direct or indirect use of the public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in any judicial or quasi-judicial body."

PENALTY FOR COMMERCIAL MISUSE

A.R.S. 39-121.03(C) provides:

"A person who obtains a public record for a commercial purpose without indicating the commercial purpose or who obtains a public record for a noncommercial purpose and uses or knowingly allows the use of such public record for a commercial purpose for a different commercial purpose or who obtains a public record from anyone other than the custodian of such records and uses it for a commercial purpose shall in addition to other penalties* be liable to the state or the political subdivision from which the public record was obtained for damages in the amount of three times the amount which would have been charged for the public record had the commercial purpose been stated plus costs and reasonable attorneys' fees or shall be liable to the state or the political subdivision for the amount of three times the actual damages if it can be shown that the public record would not have been provided had the commercial purpose of actual use been stated at the time of obtaining the records."

* The penalty for perjury is a fine fixed by the court of no more than \$150,000, or imprisonment in the State Prison for a term of one and one-half years, or both.

[Click here for information on subscriber account types and fees.](#)

Continue on for Web Subscription Application

WEB SUBSCRIPTION APPLICATION
PLEASE FILL OUT AND SEND IN WITH YOUR PAYMENT

Type of Subscription Requested: _____

Please check one: New Account: _____ Renewal: _____

Company or Individual Name: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Email Address: _____

Records to be used for: Noncommercial purposes _____ Commercial purposes _____

State the purpose for which the records will be used:

By signing below, I understand and agree to the terms and conditions stated in the user terms and instruction sheet. If I indicate that the reproduction of public records that I view or print are to be used for commercial purposes, I declare that the information will be used solely for the purposes described above and that it will not be used directly or indirectly for a different purpose than described above. I declare under penalty of perjury that the foregoing statement and information provided herein is correct and true.

Printed Name: _____

Signature: _____ Date: _____