

Request for Public Information *other than EQ*

APPLICABILITY

This applies to requests for public information either by private individuals or for business purposes (which may incur fees to cover staff time to search and compile the information). Please see the [Records Request Policy](#) for further details.

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for this request.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Community Development, then select “Request for Public Information other than EQ” and follow the prompts.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a request in the system. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Pay** – Depending on the nature of your request, a fee may be due and may be paid online.
- **Communication** – Call 928-679-8850 if you are not sure which staff member is working on your request or have other questions or additions to the information search.

ONLINE APPLICATION INFORMATION

- **Project Name and Description** – You may give your information request a name such as “[Your Name] request for information on property [address or parcel number].” In the description box, you may spell out exactly what you are looking for and why, and this will allow staff to tailor their search for documents.
- **Parcel/Site** - be prepared with a Parcel Number or Site Address. You ***must*** select from the pop-down list when entering the parcel number or address in the online portal.
- **Documents Requested** – If you know specifically which types of documents you need, please enter each type here and this will better assist staff as they perform their search.