

Records Search Information

The Mesa Fire and Medical Department provides the following services for records search and duplication:

The fee for a records search on commercial purpose requests for each address/location is \$30.00 an hour, with a one-hour minimum. Additional time will be charged in 15-minute increments. The charge for each additional 15-minute increment is \$7.50. A \$30.00 payment is required in advanced for the first hour of the search along with the record search requested through the Public Records Center. A separate payment is required for each address and request via the Public Records Center.

1. A records search includes Mesa Fire and Medical Department business files, consisting of Mesa Fire and Medical Department inspection records and Mesa Fire and Medical Department hazardous materials incident reports.
2. Viewing of paper files is no longer available as files are scanned into a records management system.
3. Large requests will take longer to process than the normal two weeks. (Monday – Thursday are business days for the City of Mesa.)

No phone, email, or faxed requests will be processed. Our telephone number is 480-644-2622. These guidelines will help us expedite the handling of your requests.

A record search will be conducted and copies of any or all information pertaining to the address on each request will be emailed. Be sure to include the specific address for each request, as data is not stored by parcel number.

Please be advised that our investigation will include records from the date the search is initiated to the previous three years pursuant to ARS 41-151-12. With the exception of Hazardous Materials Incidents. Investigations for Hazardous Materials Incidents will include records from date the search is initiated to the previous six years.

To request a record search through the Public Records Center

- Create an account
- Log in
- Fill out the required fields: request for media, commercial purpose
- In the Type of Record (s) Requested choose Fire Violations
- In the Please choose Fire Prevention Phase 1/Fire Violations Record Type click on the information you are needing.
- Fill out the remaining required fields: commercial purpose, physical property address, description of specific record requested, and preferred method to receive records.
- Hit Submit.
- Once you receive your record search invoice you may pay online through the Public Records Center.

[Link to the Public Records Center](#)