

Phoenix Police Department

Records Redaction Program



Arizona Record Redaction Laws

Allows “Eligible Persons” within Arizona to Redact:

- County Recorder, Assessor and Treasurer Records
- Voter Registration Records
- Motor Vehicle Records
 - Driver’s License
 - Vehicle Registration

*Eligible persons include peace officers and their spouses, as well as civilian staff that take enforcement actions, investigate crimes, or are required to testify/assist with prosecution.



MVD Records

Eligible Persons may have photos and residential address contained in their Motor Vehicle Division records sealed from public access and inspection.

- Any other person possessing an AZ driver license or ID card residing with the officer is eligible.
- Records will be sealed indefinitely unless officer or agency requests removal from the program.
- If you need to contact MVD to change records: 602-712-7488
L2@azdot.gov



Voter Registration Records

Eligible Persons may have residential address that appears in their Voter Registration records sealed from public access and inspection.

- Any other registered voter who resides at the same residence as the requesting employee may have their records sealed.
- Employee and any other person whose records are to be redacted needs to submit a voter registration form with affidavit.
- You will be required to be added to the Permanent Early Voter List (PEVL) and will have to vote by mail.
- Per statute, records will be sealed for 5 years.



County Records

Eligible Persons may have residential address contained in the records of the County Recorder, Assessor, and Treasurer be sealed from public access and inspection.

- Only documents relating to the officer's current home address will be sealed.
- Can only redact one home.
- Per statute, records will be sealed for 5 years.
- If you live in a county other than Maricopa, contact the program liaison.
- If you refinance or have additional documents recorded within the 5 year, contact the program liaison.



Instructions and Affidavit

The affidavit, instructions and voter form are available on PolicePoint at:

Redaction Paperwork

- **Print the documents one-sided.**
- **Needs to be filled out in black ink.**
- **Older forms will not be accepted.**



Affidavit

Page 1:

#1 Full legal name – First Middle Last (suffix)

#2 If you own your home check the first 3 boxes.

- If you rent or live in someone else's home, leave the first 3 boxes blank.
- If you are redacting voter registration, check box 4.



Affidavit

Page 2:

#2 If you are redacting MVD information, check the box on top of the page.

#3 Check the appropriate box.

- Peace officer or peace officer's spouse, for sworn.
- Law enforcement support staff, for civilian.

#4 Employed by – write in Phoenix Police Department

#5 Current job title – Police officer, sergeant, lieutenant, etc. You will need to include 2-3 sentences on what your specific job duties are.



Affidavit

Page 3:

#6 General information may include:

- I am required to arrest criminal suspects; testify in open court; investigate violent crimes, or any other police work you may do.
- If received specific threats, write them in.
- You will need to include 2-3 sentences.

#7 Write N/A, unless you are requesting an emergency order.

- Must have legitimate reasons.

#8 General information may include:

- People and/or their family members will not be able to locate me or my family to cause us harm. Restricting my information may prevent the media from coming to my home. Or any other reason you want to add.



Affidavit

Page 3 continued:

#9 Primary address has to be the physical address, not a PO Box.

#10 Parcel number can be found on the County Assessor's website: <https://www.mcasessor.maricopa.gov/>

APN	Owner
102-07-198	[REDACTED]

Book and Map Number will be part of the legal description that will be needed on the next page.

Only fill out if redacting County information.



Affidavit

Page 4:

#10 and #11 Full Legal Description and Locator Numbers:

- Go to the County Recorder's website and search by your name.

<https://recorder.maricopa.gov/recdocdata/>

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Locate documents that are recorded for your current property. Start with the year that you bought the home.
- Click on the Recording Number. Then click on the number under Pages.

Recording Date/Time	Recording Number	Pages
3/12/2009 4:55:41 PM	20090222484	2

View Unofficial Documents by clicking the number above.

- The Full Legal Description will be on one of the recorded documents. It will read like:

LOT 191, OF WEST PLAZA 29 & 30, ACCORDING TO THE PLAT OF RECORD IN THE OFFICE OF THE COUNTY RECORDER OF MARICOPA COUNTY, ARIZONA, RECORDED IN BOOK 288 OF MAPS, PAGE 37, AND AFFIDAVIT OF CORRECTION RECORDED IN 88-396074.

Affidavit

Page 4 continued:

- If your name and address, or legal description appear in the document, print it. Print only the pages that have your name and address on them. It is not necessary to print the whole document. You may need to print more than one page. **Hand write document number at the top of the first page of the document.**
- If the document only has your name, but no address, do not print or include that document in #11.
- Write the Recording Number and Date in #11. List all documents you have recorded for your current address.
- If you need more space, print multiple copies of page #4 or create a Word document and list the additional document locator numbers and dates.

PRINT ALL DOCUMENTS SINGLE SIDED



Affidavit

Page 4 continued:

#12 Voter Registration Records

- List everyone living with you, including yourself, who is registered to vote, if they want to redact their record.
- Mark the “add to PEVL” box.
 - You will be required to vote by mail.
- Each person listed in #12 must fill out a voter registration form.

This section is not to be used to register to vote. To register to vote visit:
<https://servicearizona.com/VoterRegistration/selectLanguage>



Affidavit

Page 5:

#13 MVD Records

- Write in your information.

#14 MVD Records

- List everyone who lives with you who has an AZ license/ID.
- Must be AZ, cannot include an ID from another state.



Affidavit

Page 6:

Sign and date the affidavit. Have it notarized.

- Your name will go on the line above the notary's signature. (highlighted area)
- Forward the affidavit, voter forms and recorded documents to one of the department liaisons.
- If you do not have access to a notary, hand deliver the affidavit to a department liaison and they will notarize it.

County of _____

Subscribed and sworn to (or affirmed) before me on _____ (date)

by _____

Notary Seal

Notary Public



Reminders

- Use only **black** ink on all documents.
- Print everything one-sided.
- Make a copy of all paperwork before forwarding the packet to a department liaison.
- If you move, you will need to fill out a new affidavit.
- Call or email if you are unsure about something.



Department Liaisons

Jeanette Ploium

Information Technology Bureau

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602-684-3651 jeanette.ploium@phoenix.gov

Kristine Leon

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620 – 4th Floor (M-F 0800-1600)

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