Maricopa County Juvenile Probation Department
DURANGO FACILITY - 3125 West Durango Phoenix, AZ 85009-6292
(602) 506-4011 - (602) 506-4143 (TTD)
SOUTHEAST FACILITY - 1810 South Lewis Street Mesa, AZ 85210-6234
(602) 506-2619 - (602) 506-2260 (TTD)

REQUEST FOR RECORD CHECK

The information requested below is required for the Maricopa County Juvenile Probation Department to conduct a records check. This office can only verify matters processed through the Maricopa County Juvenile Court or the Diversion Program administered in conjunction with the Maricopa County Juvenile Court system.
Records from other Arizona counties or other states must be requested directly from the appropriate agencies or jurisdictions. In some cases, individuals may be directed to contact the Clerk of the Court to obtain information regarding certain juvenile matters. Fields marked with an asterisk (*) are required. You must also indicate your preferred method for receiving the requested information.

*Date of Request: _____ Juvenile File Number: _____

*Juvenile Full Name: _____ *Date of Birth: _____

*Reason for Request: _____ Social Security Number: _____

*Requestor Name: _____ Relationship to Juvenile: _____

*Contact Phone: _____ Fax Number: _____

Email Address: _____

***Mailing Address Information - REQUIRED for all requests regardless of return method**

_____ _____
*Street Address *City, State, Zip Code

Return Method

*Please select one of the following options for receiving the requested information:

☐ Mail ☐ Fax ☐ Email ☐ Call for Pick Up _____
Phone Number if different from above

Important: Incomplete forms will not be processed. Please ensure that all required information is provided and that any handwritten entries are clear and legible.

Submission Instructions:

Once this form has been completed in full, please submit it to the Juvenile Probation Department by email at JuvenileRecordsRequests@jbazmc.maricopa.gov or by fax at (602) 372-0424 to request the records check. Please allow five (5) business days for processing. The office is closed on weekends and legal holidays. If you have not received a response within five (5) business days, please contact our office at (602) 506-4011 to inquire about the status of your request.

Thank you in advance for your cooperation and patience.