



Motor Vehicle Division

36-0104 R09/16 azdot.gov

Mail Drop 546M
Vehicle for Hire
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100
602-712-5948
VehicleLicense@azdot.gov

**REGULATORY
BILL OF RIGHTS**

BMF #	INSPECTION #
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Pursuant to A.R.S. §41-1009, Regulatory Bill of Rights, our Department representative must provide the following information when initiating an inspection:

1. Upon entry of the premises, photo identification must be immediately presented.
2. You must be informed of the purpose of the inspection. The legal authority for conducting the inspection is:

<input type="checkbox"/> Complaints, A.R.S. §28-9502(B)(1)	<input type="checkbox"/> Taxi/ Livery/ Limo, A.R.S. §28-9502(B)(2)
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3. Allow you an opportunity to have an authorized on-site representative accompany our representative, except during confidential interviews.
4. Provide notice of the right to have:
 - a. Copies of any original documents taken from your site
5. Inform you when a conversation is tape-recorded.
6. Inform you when pictures are being taken.
7. Inform you that any statement made by you or your representative may be included in the inspection report.
8. Prior to initiation of an inspection, provide you with a copy of this form.
9. Inform you that a copy of the inspection report and related deficiency documents will be provided at the time of inspection or will be available within 30 days of the inspection date. The inspection report or related documents shall contain all deficiencies identified during the inspection including statutory, administrative rule or NIST handbook cites.
10. Inform you that an e-mail notification of this inspection will be submitted to e-mail address accounts registered in our database under the Business contact information.
11. Inform you that a copy of this form will be retained with the associated inspection report per state requirements.
12. Inform you that at least once a month following an inspection, which reveals deficiencies and until the department "closes" all related actions, the agency shall update you as to the status of any pending agency actions.
13. Inform you that you have the right to appeal an Administrative Order pursuant to as A.R.S. Title 41, Chapter 6, Articles 6 and 10. The appeal also provides an informal settlement conference prior to the formal Administrative Hearing.

SMALL BUSINESS BILL OF RIGHTS

In addition to the above listed rights, a Small Business is entitled to all of the rights established in A.R.S. §41-1001.01 and A.R.S. §41-1009 (A)(1)-(7), as well as A.R.S. Title 41, Chapter 15.

If you have any questions or concerns regarding this inspection, please contact the Department in writing at the following address:	In the event that you have made a reasonable effort to resolve any problems with the agency and have not been successful, you may contact the Office of Ombudsman-Citizens Aide:
Arizona Department of Transportation Attn: Thomas Opalka Mail Drop 546M, PO Box 2100, Phoenix AZ 85001-2100	Arizona Ombudsman-Citizens' Aide 3737 N. 7th Street, Suite 209. Phoenix, AZ 85014 (602)277-7292 1-800-872-2879 (AZ outside Phoenix metro area) Fax: (602)277-7312 Email at: ombuds@azoca.gov

I acknowledge that I have been informed of my rights pursuant to A.R.S. §41-1001.01 and §41-1009 as disclosed above.

Authorized Signature	Print Name	Title	Date
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