



R12-4-611 PETITION PACKET

**Petition for a Hearing Before the Commission
When No Remedy is Provided in Statute, Rule, or Policy**

Arizona Game and Fish Department, Director's Office
5000 W. Carefree Hwy, Phoenix, Arizona 85086

If you have any questions, please contact the Department's Rules and Risk Section
by telephone at (623) 236-7390 or by email at rulemaking@azgfd.gov

**PETITION FOR A HEARING BEFORE THE COMMISSION
WHEN NO REMEDY IS PROVIDED IN STATUTE, RULE, OR POLICY**

The requirements for requesting a hearing before the Commission when an administrative remedy does not exist under statute, rule, or policy are detailed in R12-4-611 of the Arizona Administrative Code (included in this packet, see page 5).

This packet is provided by the Arizona Game and Fish Department to assist petitioners in completing petitions in accordance with 12 A.A.C. 4, Article 6.

Please check all applicable boxes and complete all applicable parts.

Failing to complete all applicable portions of this form may result in your petition being rejected and returned to you.

If you have any questions about this form or the petition process, please contact the Department's Rules and Risk Section by telephone at (623) 236-7390 or by email at rulemaking@azgfd.gov

The original petition should be mailed or delivered to:

Arizona Game and Fish Department, Director's Office
5000 W. Carefree Hwy
Phoenix, Arizona 85086

Identification of Petitioner

☐ **Petitioner is a private person:**

Name: _____
Telephone number: _____
Email: _____
Physical address: _____
Mailing address (if different): _____

☐ **Petitioner is an organization or private group:**

Group or organization name: _____
Representative's name and title: _____
Representative's telephone: _____
Representative's email: _____
Physical address: _____
Mailing address (if different): _____

☐ **Petitioner is a public agency**

Public agency name: _____
Representative's name and title: _____
Representative's telephone: _____
Representative's email: _____
Physical address: _____
Mailing address (if different): _____

Description of Issue to be Resolved: Provide a description of the issue and any facts relevant to resolving the issue.

(If necessary, you may attach additional pages to this Petition)

Specific Proposed Remedy:

Signature and Date

Printed name of private person or representative

Signature of private person or representative

Date

R12-4-611. Petition for a Hearing Before the Commission When No Remedy is Provided in Statute, Rule, or Policy

- A.** A person may request a hearing before the Commission when an administrative remedy does not exist under statute, rule, or policy by submitting a petition as prescribed by this Section.
- B.** A petitioner shall submit the petition form to the Arizona Game and Fish Department, Director's Office, 5000 W. Carefree Highway, Phoenix, AZ 85086. The petition form is furnished by the Department and is available at any Department office and on the Department's website. The petition form shall contain all of the following information:
 - 1. Petitioner identification:
 - a. When the petitioner is a private person:
 - i. Name of person;
 - ii. Physical and mailing address, if different from the physical address;
 - iii. Contact telephone number; and
 - iv. Email, when available;
 - b. When the petitioner is a private group or organization:
 - i. Name of the person designated as the contact for the group or organization;
 - ii. Physical and mailing address, if different from the physical address;
 - iv. Contact telephone number;
 - v. Email, when available; or
 - c. When the petitioner is a public agency:
 - i. Name of person,
 - ii. Name of agency,
 - iii. Petitioner's title,
 - iv. Agency's physical and mailing address, if different from the physical address,
 - v. Contact telephone number, and
 - vi. Email, when available;
 - 2. Statement of Facts and Issues:
 - a. Description of issue to be resolved, and
 - b. Any facts relevant to resolving the issue;
 - 3. Specific proposed remedy;
 - 4. Petitioner's signature;
 - 5. Date on which the petition was signed; and
 - 6. Any other information required by the Department.
- C.** If a petition does not comply with this Section, the Department shall:
 - 1. Return the petition to the petitioner, and
 - 2. Indicate in writing why the petition does not comply with this Section.
- D.** After the Department receives a petition that complies with this Section, the Department shall place the petition on the agenda of a regularly scheduled Commission meeting.
- E.** If the Commission votes to deny a petition, the Department shall not accept a subsequent petition on the same issue, unless the petitioner presents new evidence or reasons for considering the subsequent petition.
- F.** This Section does not apply to the following:
 - 1. An action related to a license revocation, suspension, denial, or civil penalty;
 - 2. An unsuccessful hunt permit-tag draw application that did not involve an error on the part of the Department; or
 - 3. The reinstatement of a bonus point, except as authorized under R12-4-102.02 and R12-4-114(M).