PUBLIC RECORDS REQUEST

Date of Request: _______________________

Printed Name of Requestor: ________________________________

Street Address: __________________________________________

City/State & Zip: __________________________________________

Telephone #: ____________________________________________

Specific Description of Requested Documents: ________________

____________________________________________________________________

____________________________________________________________________

□ Request copies of documents □ Request to examine records (no copies)

Requestor acknowledges the following by signature below:

- The requested record(s) or information will not be used for purposes of a mailing or telephone list prohibited by Section 74-120, Idaho Code, or as otherwise provided by law.
- A current fee of $0.10 per copy page shall be charged, generally prepaid, before copies are made, for pages copied that exceed 100 pages, plus actual labor costs.
- Per Section 74-102, Idaho Code, actual labor costs associated with locating and copying documents may be charged if:
  - The request is for more than one hundred (100) pages of paper records; or
  - The request includes records from which nonpublic information must be deleted; or
  - The actual labor associated with locating and copying documents for a request exceeds two (2) person hours. Costs may be charged for anything beyond the first two hours.
  - Pre-payment of estimated costs will be required.

Signature: ____________________________________________

This Section for Office Use

Request Taken By: ___________________________  Approved By: ___________________________

Date Request Received: _________________________  Fee: ________________________________

Date Records Mailed or Viewed: __________________________

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