

REQUEST FOR EXAMINE/COPY PUBLIC RECORDS

(Pursuant to Idaho Code § 74-102)

I hereby request to examine and/or copy the following public records (be as specific as possible. Include names, dates, subjects, case numbers, etc.):

Check all that apply:

- These records specifically pertain to myself.
- I wish to merely examine these records.
- I wish copies of these records.

Fee Information

- **Unrecorded documents:** The first **100 pages** are free, then **\$0.25 per page** for each add'l. page.
- **Recorded documents: \$1.00 per page.**
- **Additional charges may apply** (e.g., labor, mailing, or special processing fees as allowed by law).
- **Payment is required in advance.**

Requestor Information

Name (Please Print): _____

Phone Number: _____ Email address: _____

Mailing Address: _____

Signature: _____ Date of Request: _____

----- Official Use Only -----

Received by: _____ Date: _____

Fee Calculation

Charge for _____ copies @ \$0.25 per copy after the first 100 pages) \$ _____

Charge for copies of recorded documents \$1.00 per page \$ _____

Charge for staff time: _____ hours at _____ per hour = \$ _____

Total Amount Due \$ _____