

Request to Examine or Copy Public Records

Idaho Code § 74-102

Requestor Information

Name: _____ Date of request: _____
 Email: _____ Phone: _____
 Mailing address: _____
 City: _____ State: _____ Zip: _____

Idaho Residency Declaration

Residency affects response deadlines and fees. Idaho residents receive a response within 3 working days; non-residents within 21 days. Idaho residents receive the first 2 hours of staff time and first 100 pages at no charge; non-residents may be charged from the first hour and first page.

Are you an Idaho resident?

Yes No

If yes: I certify, under oath per Idaho Code § 74-102(4), that I have been domiciled in Idaho for at least 30 continuous days and am not a full-time student resident of another state. Domicile does not include a workplace, vacation residence, or part-time residence.

Records Requested

Describe the records sought. Be as specific as possible — include names, dates, subjects, case numbers, file numbers, or project names where known.

Applicable dates or date range: _____ Geographic area / address: _____

I request to (check all that apply):

- Examine these records only (no copies needed)
- Receive copies of these records
- These records specifically pertain to myself

Certification

I certify per Idaho Code § 74-102(5)(b) and § 74-120 that I will not use any records obtained as a mailing list, telephone number list, or for any purpose prohibited by Idaho law.

Signature: _____ Date: _____

For Office Use Only

Received by: _____ Date received: _____

Fee Calculation

Unrecorded document copies (first 100 pages free for residents) — _____ pages @ \$0.25/page	\$	_____
Recorded document copies — _____ pages @ \$1.00/page	\$	_____
Staff time (first 2 hours free for residents) — _____ hrs @ \$___/hr	\$	_____
Other (mailing, special processing, etc.)	\$	_____
Total Amount Due	\$	_____

Payment required before records are distributed. See Idaho Code § 74-102(10).