

PUBLIC RECORDS REQUEST

How to Submit a Public Records Request

Under Idaho Code, you have the opportunity to review or copy public documents. To submit a [Public Records Request Form](#) for the Idaho County offices and departments listed below, fill out a General Request Form, being as specific as possible. Please submit the form directly to the appropriate department to avoid delay in processing. If you are not sure which office holds the record you want, please contact the Clerk/Auditor's Office at kackerman@idahocounty.org.

Per Idaho Code, requesters must make a declaration regarding their state of residency which determines the timeframe for Idaho County to make a response. Additionally, fees may apply and will be required prior to any release of information.

Please check our website at www.idahocounty.org where you might find the information you are looking for without submitting a Public Records Request.

Board of County Commissioners: kackerman@idahocounty.org

Agendas, minutes, recordings of public hearings, resolutions, ordinances

Communication information, letters, reports

Assessor's Office: knuxoll@idahocounty.org

Property value and owner information

Copies of sketches or photographs associated with property valuation

Clerk/Auditor/Recorder: kackerman@idahocounty.org

Audit information, financial reports, marriage licenses, election/voter information, agreements, contracts

Note:

Recorded documents, per Idaho Code, are \$1 per page. Please contact a title company for assistance if the request requires extensive research or a guarantee/statement of title status.

Note:

Public Court Records can be obtained by contacting idahocountycourt@idaho.idcourts.gov

Sheriff's Office: records@idahocounty.org

Police reports and incident photographs

Arrest history and jail information

Dispatch CAD printouts and recordings

Note:

Law enforcement records often contain information that cannot be publicly released.

Motor vehicle accident reports can be accessed at this website:

https://apps.itd.idaho.gov/apps/HWY_CrashReports/

Coroner's Office: cfunke@idahocounty.org

Coroner's Reports

Note: Autopsy and medical records are exempt from release under Idaho Code 74-106(13)

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).