

**BOISE COUNTY SHERIFF'S**  
**PUBLIC RECORDS REQUEST**

**INSTRUCTIONS:**

All requests to examine or copy public records must be made in writing using this form. The record or a written reply WILL BE MAILED to the address given below. Allow a minimum of five (5) business days for a response.

1. Fill out this form completely. PLEASE PRINT.
2. Specify the record requested by checking the block indicated and filling in any additional information needed.
3. Enter full name, address and telephone information of requester.
4. Attach a check or money order in the amount of five dollars (\$5.00)  
Pursuant to Idaho State Code 9-338(8) all requests made are subject to a copy and/or processing fee, which may be required prior to processing of records.

**PUBLIC RECORD REQUESTED BY:** (Record will be mailed to this address)

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Daytime or Message Telephone \_\_\_\_\_

**PUBLIC RECORD REQUESTED:** Please be specific.

\_\_\_\_ Motor Vehicle Accident Report DR# (if known) \_\_\_\_\_  
\_\_\_\_ Photographs of Accident DR# \_\_\_\_\_  
\_\_\_\_ Incident Report, DR# (if known) \_\_\_\_\_  
\_\_\_\_ Investigating Deputy (if known) \_\_\_\_\_

**DETAILS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide detailed information about the record you are requesting. Include the date, time, and location of incident. Give full names of individuals, including the date of birth, social security number if known, and the specific incident in which the person was involved.

**STIPULATION:**

Public records(s) released pursuant to this written request are not warranted as to completeness or accuracy. Some public records maintained by law enforcement authorities are exempt from disclosure under Idaho's Open Record Act. The public record(s) released in response to this request represents only the record(s) available pursuant to I.C. Title 9, Chapter 3. Additional records from other sources may depict a more accurate or more complete record of a given person or situation.

Idaho law provides three (3) to ten (10) business days to respond to your request, depending on specifics of availability and excluding US mail time. Business days are Monday through Friday 8:00 AM to 5:00 PM. All requests received after a business day closes shall be deemed received the next business day.

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE — FOR OFFICIAL USE ONLY\*\*\*\*\*

\_\_\_\_\_ Fee received    release \_\_\_\_\_    approved \_\_\_\_\_    partial \_\_\_\_\_    denied \_\_\_\_\_

Date Mailed/released \_\_\_\_\_

Date no record found letter sent \_\_\_\_\_

Date denial letter sent \_\_\_\_\_

Date partial release and partial denial letter sent \_\_\_\_\_