

## BOISE COUNTY PUBLIC RECORDS REQUEST FORM

1. **Fees.** Pursuant to Idaho Code 74-102(10) and (12), the County may require advance payment of fees if responding to your request for public records exceeds two hours of labor or 100 pages of paper records. Furthermore, pursuant to Idaho Code 74-102(10), the County may also require payment for providing information on CDs or other methods of storing data. Providing the County with your email address may help you avoid these fees.
2. **Request submittal.** Submit your request in writing by email, mail, fax, or delivery in-person to our office.
3. **Form completion.** Complete the entire form. Failure to complete the form may lead to the County's inability to provide the information to which you are entitled. Be specific in your requests.
4. **Response time.** A written response to your public records request will be provided within three (3) business days of the date your request was received. If a longer period is needed to respond to your request, our office will make its best effort to respond within ten (10) business days from the date your request was received. Business hours are Monday through Friday from 8am to 5pm. All requests received after normal business hours (excluding holidays) will be deemed to have been received the next business day.
5. **Pending cases.** A public records request for reports from a case that is either currently being investigated or is pending in court will most likely be denied. Listed below are alternative ways that you may be able to obtain the information that you need:
  - a. Defendant in a pending case: If you are a party to the case that is pending in court, you or your attorney should be able to obtain the records by filing a request for discovery in that pending case (see Idaho Criminal Rule 16).
  - b. Victim in a pending case: If you are the victim in a pending case, please contact the Victim Witness Coordinator in the Prosecuting Attorney's office about questions regarding your case.
  - c. Individuals involved in a motor vehicle collision: If you were involved in a motor vehicle collision, your legal representative or your insurer may be able to obtain a copy of the records while the case is pending, even if you cannot (see Idaho Code 74-124(2)). In those instances, have your legal representative or insurer submit a public records request.

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### REQUESTOR INFORMATION

<b>Requestor's name:</b>	
<b>Requestor's identification provided (please check if any):</b> <input type="checkbox"/> Driver's license <input type="checkbox"/> State identification card <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____  <i>(Note: Identification is not required, but providing identification may allow you to receive more information)</i>	<b>Preferred method of delivery (please check):</b> <input type="checkbox"/> E-mail <input type="checkbox"/> U.S. postal mail <input type="checkbox"/> Fax <input type="checkbox"/> In-person pick-up <input type="checkbox"/> Other: _____  <i>(Note: We cannot always guarantee a certain method of delivery, depending on quantity and type of records requested. Please also refer to fee schedule in the notice section of this form. Email is generally the quickest and most cost-effective method.)</i>
<b>Street:</b>	<b>City/State/Zip:</b>
<b>Date of birth:</b>	<b>Driver license number:</b>
<b>Email:</b>	
<b>Phone number:</b>	<b>Fax number:</b>
<b>Requestor's signature:</b> <i>The information provided above regarding myself is correct, and I will not use the requested information for purposes of a mailing or telephone list.</i>	<b>Today's date:</b>

### RECORDS REQUESTED

*Be specific about the records that you are requesting. The more specific your request is, the better the County can respond to your request, and the less likely that fees will be required to process your request.*

<b>Description of requested information:</b>
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