



Public Records Request Form (For Non-Residents)

Date of Request:

Requester's Full Name:

Mailing Address:

City: State: Zip:

Email Address:

Phone Number:

Date Range of Records Requested:

Description of Records Requested:

☐ I am requesting inspection only ☐ I am requesting copies (electronic or paper, if available)

Format Preference (if available): ☐ PDF ☐ Printed Copies ☐ Other

Declaration of Residency:

I acknowledge that I am not a resident of Idaho and that my request is subject to Idaho Code § 74-102 as amended by House Bill 253. I understand that the agency may charge fees for labor, copies, and delivery, and may take up to thirty-five (35) days to respond unless unusual or exigent circumstances apply.

Signature: