



Idaho Office of the Governor

Submit a Public Records Request

This form must be completed in order to process your public records request. Once completed, please e-mail a PDF of this form to records@gov.idaho.gov

or mail to:

**Office of the Governor
P.O. Box 83720
Boise, ID 83720**

***Required**

Public records requests must be submitted in writing. See Section 74-102(4), Idaho Code. In order to best serve the public and to process your request for public records as expeditiously as possible, please complete each field in the form below. Please describe the record(s) you are requesting as specifically as possible. When possible, provide search terms. Large requests may require the requester to reimburse the state consistent with Section 74-102(10). By submitting a public records request with the Governor's Office, the **only** records that will be searched are those that are in possession of the Governor's office.

Records Requested and/or Search Terms:

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Specific date range for when the records you are seeking were created, as required by Section 74-102(4), Idaho Code.

***From:**

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***To:**

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I request to (mark one):

- ☐ Examine
- ☐ Receive Copies

The records custodian will send the response to the name and physical address given or electronically to the email address given below.

First Name and Last Name*

Mailing Address*

Mailing Address 2

City*

State*

Zip Code*

Contact Phone*

Email Address*

All copies made are subject to a copying cost of \$ 0.05 per page after the first 100 pages, which may be required prior to receipt of record(s). If the request requires more than 2 hours of labor to produce and review records, the request will incur an additional fee at the average hourly rate of the employees producing the records.

We will respond to this request within three (3) business days. However, we reserve the right to take an additional seven (7) business days to respond. Business days are Monday – Friday 8:00 am to 5:00 pm. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

I declare under penalty of perjury that I am a resident as defined in Idaho Code Section 74-101(15). Further, I declare under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Date

Signature