

**OWYHEE COUNTY SHERIFF
PUBLIC RECORDS REQUEST**

INSTRUCTIONS:

All requests to examine or copy public records **MUST BE MADE IN WRITING**. The record or written reply will be mailed to the address supplied. 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 requestor.

Pursuant to Idaho State Code 9-340 all requests made are subject to a copy and/or processing fee for records over 100 pages, records that require over 2 hours of research time, or for records downloaded to disc, fees will be required prior to processing of the records.

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

NAME: _____

Mailing Address: _____

Telephone number where you can be reached: _____

PUBLIC RECORD REQUESTED: Please be specific.

_____ Motor Vehicle Accident. Case/Report (CR) # if known _____

_____ Photographs of Accident. CR# _____

_____ Police Report. CR# _____

_____ Dispatch Tape. CR# _____

Details: _____

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

STIPULATION:

Public records released pursuant to this 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 Records Act. The public records released in response to this request represent only the records 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 to ten business days to respond to your request, depending on specifics of availability and excluding mail time. All requests received after a business day closes (5:00 p.m.) shall be deemed received the next business day.

Mail this form to:
Owyhee County Sheriff's Office
Attn: TABELA BAILEY
P.O. Box 128
Murphy, Idaho 83650

EMAIL: twbailey@co.owyhee.id.us
OR **FAX: 208-495-1259**
PHONE: 208-495-1154 EXT. 1104