

**BONNER COUNTY SHERIFF'S OFFICE  
PUBLIC RECORDS REQUEST**

In order to best serve the public and process your request for public records as expeditiously as possible, all requests to examine public records MUST BE MADE IN WRITING. Please help us in this process by filling out this form completely. Be sure to print your name, address and telephone number so we may respond to this request.

Pursuant to Idaho Code 9-338, I request to examine and/or copy the following public records:  
Case # (if known): \_\_\_\_\_

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

I wish to examine these records                       I wish copies of these records

Printed Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

- I wish to pick up these records when they are ready.
- I wish to have these records mailed to me when they are ready.
- I wish to have these records faxed to me \_\_\_\_\_ . (Local numbers only)

By signing this request, I confirm that I am the person shown above who has requested these records.

Signature: \_\_\_\_\_

We will respond to this request within **three (3)** business days. If the material requested is not available within three business days, we will notify you in writing. Idaho Code 9-339, states that said records will be provided no later than **ten (10)** business days following the date of request. You may fax your request to (208) 265-4378.

**DO NOT WRITE BELOW THIS LINE - FOR OFFICIAL USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

No record(s) found       Denied      Date Mailed/Released/Faxed: \_\_\_\_\_

Number of copies provided: \_\_\_\_\_ Total cost for this request: \$ \_\_\_\_\_

