



Bear Lake County Sheriff's Office

Public Records Request

PURSUANT TO IDAHO STATE CODE 74-102(10) ALL REQUESTS MADE ARE SUBJECT TO A COPY AND/OR PROCESSING FEE WHICH MAY BE REQUIRED PRIOR TO PROCESSING OF RECORD(S).

Idaho law provides three (3) to ten (10) business days to respond to your request, depending on the specifics of availability and excluding US Mail time. Business days are Monday through Friday, 8:30 am to 5:00 pm excluding holidays. All requests received after a business day closes shall be deemed received the next business day. If research and processing time exceeds two hours, there will be a fee. Specific requests may help reduce research and processing time.

Instructions

Fill out the form completely. Choose the type of record requested. You must include the full name, address and phone number of the person making the request.

DATE: _____

NAME: _____

MAILING ADDRESS: _____

EMAIL: _____

TELEPHONE NUMBER: _____

PURSUANT TO IDAHO CODE 74-102, I REQUEST TO EXAMINE AND/OR COPY THE FOLLOWING PUBLIC RECORDS:

- I request to examine these records
- I request copies of these records: Electronic / Hard copy
- I request to have these records emailed to me
- I will pick up these records when they are ready

Signature: _____