

BEAR LAKE COUNTY SHERIFF'S OFFICE
Public Records Request Form

Date: _____ Report # _____

Name: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

I am requesting to copy or to examine certain records of the Bear Lake County Sheriff's Office, which may be identified as follows:

Date & Time of Incident: _____

Address or Location of Incident: _____

Date and Time of Incarcerations: _____

FOR OFFICE USE ONLY BELOW THIS LINE.

Request Granted Sent: _____
The requested record is attached.

Response Delayed

- Additional time is necessary to process requested record(s). You should receive a response no later than three (3) working days following the date of your request.
- Additional time is necessary to locate or retrieve the requested record. You should receive a response no later than ten (10) working days following the date of your request.
- The electronic record requested will have to be converted to another electronic format which will take more than ten (10) working days following the date of your request to respond. Please contact the Bear Lake County Sheriff's Office to discuss when you will receive a response.

Advance Payment
The Bear Lake County Sheriff's Office may require advance payment of the cost associated with responding to your request. If payment is required you will be contacted to discuss the amount and manner of the advance payment.

Unable to Respond for One or More of the Following Reasons

- Record not known to exist.
- The Bear Lake County Sheriff's Office is not the custodian of the requested record.

Notice of Denial
The requested record is exempt from disclosure pursuant to Idaho Code §§ _____ (74-104 thru 74-111 and/or 74-124).

Notice of Partial Denial
Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §§ _____ (74-104 thru 74-111 and/or 74-124), has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, the attorney for Bear Lake County has reviewed the request, or Bear Lake County has had the opportunity to consult with an attorney regarding the request for examination or copying of a record and has chosen not to do so. If you wish to appeal the denial or partial denial of your request for public records you may do so pursuant to the provisions of Idaho Code § 74-115, which requires that a petition be filed in the District Court within 180 days from the date of the mailing of the notice of denial or partial denial.

Signature of Bear Lake County Sheriff's Office Representative _____ Date: _____

RECORDS MEDIA 911 JAIL OTHER _____