

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

INSTRUCTIONS:

All requests to examine or copy public records **MUST BE MADE IN WRITING** using this form. The record or written reply **WILL BE MAILED** to the address given below. 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 §9-338(8), ALL REQUESTS MADE ARE SUBJECT TO A COPY AND/OR PROCESSING FEE WHICH MAY BE REQUIRED PRIOR TO PROCESSING OF RECORD(S).

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

Name _____
Mailing Address _____
City/State/Zip _____
Daytime or Message Telephone _____

PUBLIC RECORD REQUESTED: Please be specific

_____ Motor Vehicle Accident Report CR# if known _____ Fatality Yes _____ No _____
_____ Photographs of Accident CR# _____
_____ Police Report CR# if known _____
_____ Dispatch Tape CR# if known _____
_____ Records Check on Individual: Name/DOB/SSN _____

DETAILS: _____

Provide detailed information about the record you are requesting. Including the date, time and location of the incident. Give full names of individuals, including the date of birth, social security number if known, and the specific incident in which the person was involved.

STIPULATION:

Public record(s) released pursuant to this written 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 record(s) released in response to this request represent only the record(s) 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 (3) to ten (10) business days to respond to your request, depending on specifics of availability and excluding mail time. Business days are Monday through Friday, 8:30a.m. to 5:00p.m. All requests received after a business day closes shall be deemed received the next business day.

Mail this form to:
Owyhee County Sheriff's Office
Attention: Sherry Olson
PO Box 128
Murphy, ID 83650
Or fax it to: 208-495-1259