

**VALLEY COUNTY SHERIFF'S OFFICE  
PUBLIC RECORD REQUEST**

In order to best serve the public and to process your request for public records as expeditiously as possible, all requests to examine or copy 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 that we may respond to this request.

*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 receipt of record(s).*

**ALL FIELDS MARKED WITH \* ARE MANDATORY. IF YOU REQUEST INFORMATION ABOUT ANOTHER PERSON YOU MUST INCLUDE THEIR LEGAL NAME**

I request to:     Examine     Copy    \* DATE: \_\_\_\_\_

Police reports filed under Department Report # \_\_\_\_\_

Photographs under DR # \_\_\_\_\_ (cost dependent on size/quantity requested)

Accident Report # \_\_\_\_\_     Serious injury     Fatality

Other: \_\_\_\_\_

\*Your Legal Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\*Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

We will respond to this request within three (3) business days, \_\_\_\_\_ excluding mail deliver time. Business days are Monday through Thursday, 7:30 a.m. to 5:30 p.m. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

**Notice:** Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available pursuant to Idaho Code Title 9, Chapter 3. Additional records from other sources may present a more accurate representation of a given situation.

\*\*This document is a public record\*\*

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

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

Release:     Approved     Partial     Denied     No record found

Date record mailed/released: \_\_\_\_\_

Number of pages: \_\_\_\_\_ Time processing: \_\_\_\_\_ Cost: \_\_\_\_\_ Date paid: \_\_\_\_\_