

**PAYETTE COUNTY**  
**PUBLIC RECORDS REQUEST**

Idaho Code Title 74, Chapter 1 provides the public the opportunity to review or copy public documents. In order to best serve the public and expeditiously process your request for public records, all requests to examine or copy public records **MUST BE MADE IN WRITING** and may be made electronically. Please complete this form. All copies made are subject to copying cost that may be required prior to receipt of record(s). No fee shall be charged for the first two (2) hours of labor in responding to a request for public records, or for copying the first one hundred (100) pages of paper records that are requested. However, a requester may not file multiple requests for public records solely to avoid payment of fees. We will respond to this request within three (3) business days. If business days are Monday-Friday, 8:00 a.m. to 5:00 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 under Idaho Code Title 74, Chapter 1.

Idaho State Code exempts certain documents from public disclosure. If the public records you are seeking to examine or copy are exempt from disclosure, you will be notified of such or you will receive redacted records.

Request addressed to: The Payette County Clerk's Office  
1130 3<sup>rd</sup> Avenue North Room 104  
Payette, Idaho 83661

Name of Person Making Request: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_  Please email response

I request to Copy  Review

Documents Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IDAHO STATE LAW PROHIBITS USE OF DISCLOSED INFORMATION AS A MAILING LIST. Violations are subject to Civil Penalties of up to \$1000 (I.C. 74-120).

Signed: \_\_\_\_\_

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