



CUSTER COUNTY SHERIFF'S OFFICE
PUBLIC RECORDS REQUEST

PRR No: _____

INSTRUCTIONS:

All requests to examine or copy public records MUST BE MADE IN WRITING which should be done using this form. This form is also available online at the Custer County website - Sheriff's Office page.

- 1. Fill out this form completely. PLEASE PRINT
2. Enter full name, address, telephone information and e-mail address (if applicable) of requestor.

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

PUBLIC RECORDS REQUESTED BY:

Name: _____
Mailing Address: _____
City/State/Zip Code: _____
Telephone: _____
E-mail address: _____
Driver's License No. / State: _____
Signature: _____

Your signature also stipulates you are in agreeance with Idaho Code §74-120

IDAHO RESIDENT: DECLARATION OF RESIDENCY

I, _____, declare and affirm under oath I am a legal resident of the State
[Full Name]
of Idaho, as described in Idaho Code 74-101(15). _____
[Dated]

PREFERRED DELIVERY METHOD: [] Mail [] Pick-up [] E-mail (Please note that NOT ALL DOCUMENTS WILL QUALIFY FOR ELECTRONIC DELIVERY in which case we will send any documents via U.S. Postal Service.)

PUBLIC RECORD REQUESTED:

Provide detailed information about the record you are requesting. Include date, time, location of the incident. Give full names of individuals, including date of birth, 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 represents only the record(s) available pursuant to Title 74, Chapter 1, Idaho Code. Additional records from other sources may depict a more accurate or more complete record of a given person or situation. Reports or other documents that are generated by other law enforcement agencies that are in our files are the property of those agencies and are considered 'on loan' to the Custer County Sheriff's Office. These records will not be released by our records division. In the event that such record exists in relation to the records request, the records technician will give reasonable assistance in identifying the records and advising which agency to contact for release.

Title 74-103 provides three (3) working days to either grant or deny an Idaho resident's request. Out of State requests will be granted or denied within twenty-one (21) days. Current working days are Monday - Thursday 12 PM to 5 PM (MST). Requests received after working hours will be deemed received the next working day.

-----FOR OFFICIAL USE ONLY-----

Received by Custodian of Records: _____ Date: _____ Time: _____

Custer County Sheriff's Office
NOTICE FOR PUBLIC RECORDS REQUEST
Email: records@co.custer.id.us
Phone Number: (208) 879-2232

1. **Digital Media Requests, Fees, Mailing Addresses are as follows:**

- If it is over 100 pages, you will be charged the actual cost of copies.
- There will be a charge if nonpublic information must be redacted. You will be charged the actual cost of the employee's time to locate and copy the records if it exceeds 2-person hours. If it requires overtime, it will be charged at 1 ½ times their wage.
- Statements of fees by a public agency shall be itemized to show the per page costs for copies, and hourly rates of employees and attorneys involved in responding to the request, and the actual time spent on the public records request.
All costs must be prepaid before any records will be released.
- If you are requesting copies of photographs or videos, **you** must provide an **unopened 16GB thumb drive**. Each thumb drive is subject to a \$2 processing fee and return shipping, which must be **paid in advance**.

Accepted forms of payment are cash, check or a money order made payable to Custer County.

USPS Mailing address:

Custer County Sheriff's Office
PO Box 344
Challis, Idaho 83226

FedEx / UPS mailing address:

Custer County Sheriff's Office
130 S. 9th Street #344
Challis, Idaho 83226
(208) 879-2232

2. **Defendants Pending Criminal Cases:**

If you are a Defendant in a pending criminal case, you cannot use this form to obtain records relating to that case. **This must be done through the discovery process.**

3. **Victims in Pending Criminal Cases:**

Victims in a pending criminal case are not entitled to receive a copy of the case records. Victims are encouraged to contact the prosecutor.

Please Note:

- A requester may not file multiple requests for public records solely to avoid payment of fees. When a public agency reasonably believes that one (1) or more requesters is segregating a request into a series of requests to avoid payment of fees authorized pursuant to this section, the public agency may aggregate such requests and charge the appropriate fees.
- The public agency may consider the time period in which the requests have been made in its determination to aggregate the related requests.