



Form PRR Public Records Request

Name		Date of request	
Address			
City		State	ZIP code
Phone number	Email address	Contact name	

Provide a detailed description of records you're requesting under Idaho Code sections 74-101 through 74-126.
If you need more space for your description, use an additional sheet of paper and include it with this request.

I want:

Paper copies

Copies of the first 100 pages are free. Copies of all other pages (after the first 100) are 10 cents per page. If postage is less than \$1, there's no charge to you. But if postage fees are \$1 or more, you must pay the fees. Payment is due in advance.

Electronic copies

There is no fee for copies delivered electronically.

Response Time:

- The Idaho Public Records Act allows us three business days from the day we receive the request to make an initial response. We'll notify you if we can't provide the request records within that time.
- We can't publicly disclose certain records. We'll notify you within three business days if your request contains records we can't disclose.

Idaho law prohibits the use of disclosed information as a mailing or phone list.

Violations are subject to civil penalties of up to \$1,000 (Idaho Code section 74-120).

I attest that no one will use the requested records as a phone or mailing list.

Email to:

tax.public.record.request@tax.idaho.gov

Fax to:

(208) 334-7690

Attn: Public Records Custodian

Or mail to:

Attn: Public Records Custodian

Idaho State Tax Commission

PO Box 36

Boise ID 83722-0410