



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.

Note: Tax returns are confidential and NOT public records. To get a copy of your tax return, use [Form STC-06, Request for Copies of Idaho Tax Returns](#), available at tax.idaho.gov. **For property tax records**, please contact the county where the property is located.

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I want:

☐ **Paper copies**

Copies of the first 100 pages are free. Copies 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 in advance.

☐ I acknowledge that I'm responsible for the fees described above.

☐ **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 requested records within that time or if your request contains records we can't disclose.

If you're an Idaho resident, please check the box below:

☐ I declare under penalty of perjury that I'm a resident as defined in Idaho Code section [74-101\(15\)](#).

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. Further, I declare under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Signature	Date signed
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Email to: tax.public.record.request@tax.idaho.gov

Or mail to: Attn: Public Records Custodian
Idaho State Tax Commission - Taxpayer Resources
PO Box 36
Boise ID 83722-0410