

Idaho State Tax Commission
REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS

The Idaho Public Records Act (Idaho Code sections 74-101 through 74-126) allows three working days to respond to this request

Name:	Date of Request:
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Address:

Telephone:	Email:	Fax:
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Detailed description of record requested – *Please be very specific*

I want to:

- Review/examine this information.

- Receive a copy of this information. Note: If your request consists of more than 100 pages, you must prepay a fee of 10 cents per page, plus sales tax and cost of mailing.

The Tax Commission will notify you in writing if we can't respond to your request within three working days.

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

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

Will the requested record be used as a phone or mailing list? Yes No

Idaho Code exempts certain documents from public disclosure. If the public records you want to examine or copy are exempt from disclosure, you'll be notified within three working days.

Requestor signature:	Date requested:
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**Please mail form to: Attn: Public Records Custodian
Idaho State Tax Commission
PO Box 36
Boise ID 83722-0410**

RESULTS/FINDING (*Internal use only*)

Documents request via:

Inspection Copy Fax Email # of pages _____ Fee Collected: \$ _____

Date request received: _____ Date response provided: _____

Date information was provided: _____

Name of custodian/coordinator providing the information: