



# 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](http://tax.idaho.gov). **For property tax records**, please contact the county where the property is located.

**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 requested 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.

Signature	Date signed
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**Email to:**

[tax.public.record.request@tax.idaho.gov](mailto:tax.public.record.request@tax.idaho.gov)

**Or mail to:**

Attn: Public Records Custodian  
Idaho State Tax Commission - Governmental Affairs  
PO Box 36  
Boise ID 83722-0410