



Phone 208-245-2577

Fax 245-6579

For Official Use Only

Date: _____ Request # _____

Received By: _____

Title: _____

Date Completed: _____

- Examined
- Picked Up
- Emailed to: _____

Requestor's Signature (Only for Pick Up)

Time Date

Public Records Request

Public records are always accessible during regular business hours and may be examined at no charge. Copies may be provided in most instances upon request. If more than three (3) working days are needed to locate or retrieve the records, you will be notified, and the information will be provided within ten (10) working days of your request. All document duplication fees are due and payable in full and are based on the City's current fee resolution. Request must be submitted to City Clerk Jaidyn Kinzer via email (jkinzer@cityofstmaries.org) or dropped off at City Hall.

Date of Request: _____ / _____ / _____

Name: _____

Mailing Address: _____

Street # City State Zip

Phone: _____ E-mail address: _____

Pursuant to Idaho Code § 74-102, I hereby request:

- [] To examine the records listed below.
- [] To receive a copy of the records listed below via: Email **or** Printed format.

Records requested (including date/date range, if applicable):

(If more space is needed, attach additional pages)

I acknowledge by my signature that the records sought by this request will not be used for a mailing list or telephone number list as set forth in Idaho Code § 74-120.

Signature: _____

Date: _____