



BOUNDARY COUNTY PUBLIC RECORDS REQUEST

For Official Use

Name:	Date:
Mailing Address, City, State, Zip:	Phone:
	Email:
Employer (if requesting on behalf of employer):	Preferred Delivery: Email Mail Pickup/View in Person
Residency Status: Pursuant to I.C. §74-102, I do hereby affirm under oath that I am: Idaho Resident Non-Resident	
Pursuant to Idaho Code §74-102 I request to examine and/or copy the following public records of Boundary County: 	
This request involves records related to a minor under 18 years of age:	Yes No Unsure
This request is a follow up to a request which was previously submitted to this agency:	Yes No
I have submitted this same request or a similar request to another Boundary County Department:	Yes No

I attest and affirm under penalty of perjury pursuant to the laws of the State of Idaho that the above information is true and accurate.

Signature of Requesting Party: _____

- ☐ **Request Granted:**
- ☐ The requested document is attached.
 - ☐ **Advanced Payment Required:** Advance payment of the cost associated with responding to your request is required. Please contact (the) Boundary County to discuss the amount and manner of the advance payment.
- ☐ **Notice of Denial:** The requested record is exempt from disclosure pursuant to Idaho Code §74-104-111.
- ☐ **Notice of Partial Denial:** Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §74-104-111, and has therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.
- ☐ **Response Delayed:**
- ☐ Additional time is necessary to locate or retrieve the requested record. You should receive a response within ten (10) working days for residents or thirty-five (35) days for non-residents following the date of your request.
 - ☐ The electronic records requested will have to be converted to another electronic format, which will take more than ten (10) working days for residents or thirty-five (35) days for non-residents following the date of your request to respond. The responsible Boundary County Department will contact you to discuss when you can expect to receive a response.
- ☐ **Unable to Respond for One or More of the Following Reasons:**
- ☐ The request is ambiguous. Please provide additional information to clarify your request.
 - ☐ The requested records are not known to exist, or this office or department is not the custodian of the requested record.

If your request was denied, an attorney for Boundary County has reviewed the request, or the records custodian has had the opportunity to consult with an attorney regarding the request and has chosen not to do so. If you wish to appeal the denial or partial denial of your request, you may do so pursuant to I.C. §74-115, which requires a petition be filed in the District Court within 180 days from the date of mailing of the notice of denial.

Signature of Responding Official/Custodian

Date

2/1/2026