



PUBLIC RECORDS REQUEST FORM

121 N 9th St, Suite 501 Boise, ID 83702
Phone: 208-384-4264 | Fax: 208-384-4267 | Website: www.ccdcboise.com

Please submit request directly to CCDC. This form may be submitted in person, faxed or emailed to info@ccdcboise.com.

Date of Request: ____/____/____

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Request Format for Information (if available): Paper PDF CD

Description of Information Requested:

Results/Findings:

The Idaho Public Records Act (Idaho Code 9-339) allows three (3) working days to respond to this request from the date of the receipt of the request to either grant or deny a person's request. If it is determined by CCDC that a longer time is needed to retrieve or locate the public records, CCDC will notify the requestor that it will invoke its right to take ten (10) working days to fill the request.

Requestor's Signature

Date