



# OFFICE OF THE SHERIFF

LATAH COUNTY, IDAHO

P.O. Box 8068  
Moscow, Idaho 83843  
(208) 882-2216  
FAX (208) 883-2281

**Richard I. Skiles**  
Sheriff



## PUBLIC RECORDS REQUEST

Name of Requesting Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

How would you like to receive this record? Pick-up  Mail  Fax  E-mail

I hereby request, pursuant to Idaho Code §74-102, to:  examine  copy the following public record:

Case/DR #: \_\_\_\_\_ Accident Report?  Police Report?

Other: Describe fully so that we can locate the record more quickly. Use dates of arrest or report, location, suspect's name or date of birth, or crime, etc., to help describe what you are requesting:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We will respond to this request pursuant to applicable law but usually within three (3) business days. Business days are Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. All request received after normal business hours (excluding holidays) shall be deemed received the next business day.

### RESPONSE TO REQUEST TO EXAMINE AND/OR COPY PUBLIC RECORDS:

Received by LCSO - Date: \_\_\_\_\_ Time: \_\_\_\_\_ Officer: \_\_\_\_\_

Reviewed by Latah County Prosecutor?  NO  YES Date: \_\_\_\_\_

- REQUEST:
- Approved  Partially approved (explanation attached)
  - Approved pending payment of fees pursuant to I.C. 74-102 in the amount of \$ \_\_\_\_\_
  - Denied – Idaho Code: \_\_\_\_\_ (explanation of denial attached)
  - Denied because of active prosecution – make request through discovery
  - Additional time needed to process request. You will be contacted within 10 working days.
  - The requested record does not exist.
  - The requested record has not been completed—please inquire again in \_\_\_\_\_ days.

Dated: \_\_\_\_\_ By: \_\_\_\_\_, Deputy

Records released pursuant to this request are not warranted as to completeness or accuracy. The information provided represents the disclosable information available pursuant to Idaho Code Title 74, Chapter 1. To the extent allowed by law, personal identifying information has been removed pursuant to Idaho Code §74-105(1) and/or §74-124, because production of this information would constitute an unwarranted invasion of personal privacy.

You have the right to appeal any denial of your request by petitioning the Second Judicial District Court of Idaho within 180 calendar days of this response pursuant to Idaho Code Title 74, Chapter 1.