

MIKE HOLLINSHEAD
SHERIFF

Elmore County Sheriff's Office
Records Request Form

GREG BERRY
CHIEF OF OPERATIONS

Please submit completed form to ecsorecords@elmorecountv.org
Form may also be faxed to 208-587-2118 or Mailed to:
Elmore County Sheriff Attn: Records
2255 E 8th N, Mountain Home, ID 83647

REQUEST TO EXAMINE/COPY PUBLIC RECORDS

Pursuant to Idaho Code § 74-102, all records or documents within the possession or control of The Elmore County Sheriff's Office are open to public inspection and may be copied except as exempt from such disclosure by the Idaho Public records Act (I.C. §§ 74-101 through 74-126) or as specifically provided in other federal or state laws or federal regulations (as applied through I.C. § 74-104(1)). Idaho's Public Records Law prohibits the County from inquiring about you or the reasons for your request, except as necessary to verify your identity per Idaho Code § 73-113, ensure the records will not be used for purposes of a mailing or telephone list prohibited per Idaho Code § 74-120 or as otherwise prohibited by law, or to protect personal information protected by Title 49, Chapter 3, Idaho Code and federal law.

Time for Processing of Public Records Requests: Public Records will be reviewed by the Elmore County Prosecutor's Office. Please allow three (3) business days following receipt of your request for identification of responsive records, review, analysis, and processing of applicable exemptions. I.C. § 74-103. If it is determined that a longer period of time is needed to locate and process the public records, Elmore County will notify you in writing and shall provide the records no later than ten (10) working days following receipt of your request. For records requests requiring conversion from another electronic format, an additional mutually agreed upon time period beyond the ten days may be necessary. Your patience is appreciated.

Right to Judicial Review: If your request is denied in whole or in any part, you, the requestor, may contest such denial by filing a petition with the district court within 180 calendar days of the from the date of mailing of the notice of denial or partial denial. I.C. §74-115.

ALL COPIES MAY BE SUBJECT TO A COPYING COST WHICH IS DUE PRIOR TO RECEIPT OF RECORD(S). PLEASE ENCLOSE A SELF ADDRESSED STAMPED ENVELOPE FOR RECORDS TO BE RETURNED BY MAIL. IF REQUESTING A PHOTO CD, PLEASE BE SURE TO INCLUDE ENOUGH POSTAGE.

NAME OF REQUESTING PERSON: _____
ADDRESS: _____
CITY/STATE/ZIP CODE: _____
DAYTIME TELEPHONE NUMBER (Please include area code): _____

EMAIL ADDRESS (THIS IS THE FASTEST WAY TO GET YOUR REQUEST NOTE; PHOTOS CANNOT BE EMAILED): _____

(The records will be mailed to the address provided above)

I request:

___ Document/Report filed with the **Elmore County Sheriff's Office** in regards to (as much information as you can provide to facilitate locating the record you are requesting, case number, name, date of birth, incident type date etc.)

___ Photographs: Cost of a photo CD is \$2.00 plus mailing cost. **PAYMENT** must be received prior to release of records. Please include case number or description of incident (date, time, location, name, etc.).

Notice: 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 9, Chapter 3. Additional records from other sources may present a more accurate representation of a given situation.

Signature: _____ **Date:** _____