



Date Received: _____
Received By: _____
Copy Fee: _____
Date Provided: _____

Public Records Request Form

All requests for records submitted to the City of Payette will receive an initial response within three business days. If your request requires more than three business days to process, you will receive a notification email.

Most records requests are fulfilled free of charge. However, payment is required if it is anticipated that your request will result in the printing of more than 100 pages of documents or take more than two hours of staff time to process. If payment is needed, you will receive a notice that includes an estimate of the cost to process your records request. The City of Payette requires payment of this estimate amount before work can begin on your request. Additional payment may be required if the cost of processing your request proves to be in excess of the original estimate. All requests will be responded to in compliance with the Idaho Public Records Act. [Idaho Code Title 74, Chapter 1](#)

- I wish to INSPECT records specified in this request at no charge. I may later choose to purchase copies
- I wish to PURCHASE COPIES of records specified in this request without prior inspection

Please type or print legibly

Name: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Telephone Number: _____

E-mail Address: _____

Please specify exactly what record(s) or document(s) you are requesting. Unclear requests may result in delay, error or the necessity for you to resubmit the request. You may attach additional pages or an itemized list.

(May use back of paper to continue explanation)