



# Public Records Request Form

P. O. Box 895 • Boise, Idaho 83701  
(208) 334-4500 • Fax: (208) 334-2764  
[www.isb.idaho.gov](http://www.isb.idaho.gov)

Name		Date of request	
Address			
City		State	ZIP Code
Phone number	Email address	Contact name	

**Provide a detailed description of records you're requesting under Idaho Code sections 74-101 through 74-126.**  
If you need more space for your description, use an additional sheet of paper and include it with this request.

**Response Time:**

The Idaho Public Records Act allows us three working days from the day we receive the request from an Idaho resident to make an initial response. For requests from nonresidents, we have 21 days from the day we receive the request to make an initial response. We will notify you if we cannot provide the requested records within that time or if your request contains records we cannot disclose.

**If you are an Idaho resident**, please check the box below:

I declare under penalty of perjury that I'm a resident as defined in Idaho Code section [74-101\(15\)](#).

**Idaho law prohibits the use of disclosed information as a mailing or phone list.**

Violations are subject to civil penalties of up to \$1,000 (Idaho Code section 74-120).

I attest that no one will use the requested records as a phone or mailing list. Further, I declare under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct.

Signature	Date signed
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**Email to:** [jpirtle@isb.idaho.gov](mailto:jpirtle@isb.idaho.gov)

**Or mail to:** Attn: Public Records Custodian  
Idaho State Bar  
PO Box 895  
Boise ID 83701