



**City of Buhl**

203 Broadway Ave N, Buhl, ID 83316 • (208) 543-5650

**REQUEST TO EXAMINE/COPY PUBLIC RECORDS**

DATE OF REQUEST \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

**CONTACT INFORMATION:**

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DATE OF RQ: \_\_\_\_\_ DUE DATE: \_\_\_\_\_

I hereby request pursuant to Idaho Code § 74-102, to examine and/or copy the following public records:

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

- These records specifically pertain to myself.
- I wish to merely examine these records.
- I wish copies of these records.

Signature: \_\_\_\_\_  
*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.*

Please note that requests that will require longer than 2 hours and more than 100 copied pages will incur a fee based on the cost of providing this information to you. In the event that a fee is assessed, an invoice will be provided to you following receipt of this request. All fees must be collected prior to commencing with the Public Records request. If the total bill is not equal to the amount paid, the remaining balance will be billed or refunded upon completion of the request.