



## Canyon County Misdemeanor Probation

222 N. 12<sup>th</sup> Avenue  
Caldwell, Idaho 83605  
(208) 454-7260

### PUBLIC RECORDS REQUEST

*In order to best serve the public and to as expeditiously as possible process your request for public records, all requests for copies of public records **MUST BE MADE IN WRITING**. Please help us in this process by filling out this form completely. Be sure to print your name, address and telephone number.*

PURSUANT TO IDAHO STATE CODE 9-338(8) REQUESTS MAY BE SUBJECT TO A COPY AND/OR PROCESSING FEE WHICH MAY BE REQUIRED PRIOR TO RECEIPT OF RECORD(S).

Please describe information requested.

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**NAME OF REQUESTING PERSON:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY/ZIP CODE:** \_\_\_\_\_  
**DAY/FAX TELEPHONE NUMBER:** \_\_\_\_\_  
**E-MAIL ADDRESS:** \_\_\_\_\_

I would like to receive the record by the following:  
 Mail       Fax       E-mail       Call when ready to be picked up

We will respond to this request within 3 business days, or we will inform you in writing if more time is needed. Business days are Monday – Friday 8:00 a.m. to 5:00 p.m. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.

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#### DO NOT WRITE BELOW THIS LINE – FOR OFFICIAL USE

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Copy Cost: \_\_\_\_\_ Date Paid: \_\_\_\_\_

To Prosecutor for Review on: \_\_\_\_\_

Release:  Approved     Partial  Denied   No Record Found

Date Released: \_\_\_\_\_  Counter  Mailed  Faxed  Email