



**Canyon County Sheriff's Office**  
**PUBLIC RECORDS REQUEST FORM**



1115 Albany St., Caldwell, ID 83605  
 Phone: (208) 454-7510 / Fax: (208) 454-7476  
 Email: ccsorecords@canyoncounty.id.gov

**REQUESTOR INFORMATION**

<b>Requestor's name:</b>		<b>Date:</b>	
<b>Requestor's identification provided (please check if any):</b> <input type="checkbox"/> Driver's license <input type="checkbox"/> State identification card <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____		<b>Preferred method of delivery (please check):</b> <input type="checkbox"/> E-mail <input type="checkbox"/> U.S. mail <input type="checkbox"/> Paper Copy <input type="checkbox"/> CD <input type="checkbox"/> In-person pick-up <input type="checkbox"/> Paper Copy <input type="checkbox"/> CD <input type="checkbox"/> Fax <input type="checkbox"/> Other: _____	
<b>Records about yourself:</b> <input type="checkbox"/> Copy of government-issued photo identification for verification purposes attached.		<i>Note: We cannot always guarantee a certain method of delivery, depending on quantity, type, and/or format of records requested. E-mail is generally the quickest and most cost-effective method when available.</i>	
<b>Records about a person for whom you serve as legal representative:</b> <input type="checkbox"/> Copy of government-issued photo identification for verification purposes attached. <input type="checkbox"/> Upon penalty of perjury, I hereby swear or affirm that I am the legal representative of Name: _____			
<i>Note: Identification is not required. However, if you are requesting records about yourself and/or your minor child, ward, or other person for whom you serve as legal representative, you may be entitled to certain private information about yourself or that other person that would otherwise be redacted from public review unless we are able to verify your identity.</i>			
<b>Requestor's signature:</b>			
<b>Street:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Date of birth:</b>	<b>Driver license number:</b>		
<b>E-mail:</b>			
<b>Phone number:</b>	<b>Fax number:</b>		

**RECORDS REQUESTED**

<b>Police/accident report number(s):</b>	
<b>Court case number:</b>	<b>Date of incident:</b>
<b>Subject's name:</b>	<b>Subject Identifying Information:</b> (Such as Social Security Number, Date of Birth, Driver License Number, etc.)
<i>(Note: Please be specific about the records you are requesting. Requests for large amounts of information may require payment of a fee pursuant to Idaho Code § 74-102 before you receive the records.)</i>	
<b>Records requested:</b> <input type="checkbox"/> Arrest history for CCDC (adult arrests only)	<input type="checkbox"/> Most recent booking sheet <input type="checkbox"/> Narrative report <input type="checkbox"/> Witness statements
<input type="checkbox"/> Photographs <input type="checkbox"/> Other: _____	
<b>Description of requested information:</b>	



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## NOTICE FOR PUBLIC RECORDS REQUESTS

1. **Labor and Copying Fees:** Please note that pursuant to Idaho Code § 74-102(10), we will require payment upfront for public records requests to recover actual labor and copying costs if (a) the request is for more than one hundred (100) pages of paper records; or (b) the actual labor associated with responding to requests for public record in compliance with the Public Records Act exceeds two (2) person hours.
2. **Form Completion:** Please complete the entire form. Failure to complete the form may lead to our inability to provide the information you may be entitled to. When requesting public records, please be very specific about the type of record you are requesting. Provide as much information as possible so that we can make a thorough search of our records.
3. **Motor Vehicle Collisions:** It is the Canyon County Sheriff's Office policy to release traffic accidents to individuals involved in the accident, or their representative, i.e.: insurance agent or attorney. Some accidents require investigation and may not be available the day of the accident.
4. **Defendants in Pending Criminal Cases:** If you are a Defendant in a pending criminal case, you cannot use this form to obtain records relating to that case. Your request for records and documents must be submitted in writing to this office in the form of a Request for Discovery, to which we have fourteen (14) days to respond. See Rule 16 of the Idaho Criminal Rules. *PLEASE NOTE: If you are represented by an attorney, your attorney must make this discovery request on your behalf.*
5. **Victims in Pending Criminal Cases:** Victims in a pending criminal case are not entitled to receive a copy of the case records. Victims are encouraged to contact the deputy prosecutor assigned to the case or the victim witness coordinator for information regarding the case.
6. **Identification:** Please note that identification is not required. However, providing identification may allow you to receive more information.
7. **Response Time:** A written response to your public records request will be provided within three (3) business days of the day your request was received. If it is determined that a longer period of time is needed to locate, retrieve, or prepare the public records, our office will make its best effort to provide the requested records in ten (10) business days from the day your request was received. Business hours are Monday-Friday 8:00 am-5:00 pm. All requests received after normal business hours (excluding holidays) shall be deemed received the next business day.
8. **Legal Review:** The Records Section tries to ensure that victim and witness personal information is protected. Some records may be reviewed and redacted by our legal department before released.
9. **Idaho Repository:** The Idaho Repository may also be used as a resource to gain information in regards to any court cases in the state of Idaho. You will need the person's name or court number to do this. The web site is <https://mycourts.idaho.gov/odysseyportal>.