



Gem County Local Emergency Planning Committee

Public Records Request

INSTRUCTIONS:

All requests to examine or copy public records must be made in writing and should use this form. The record or a written reply will be transmitted in the mode/manner indicated below.

PLEASE BE ADVISED THAT YOUR REQUEST MAY BE SUBJECT TO FEES IN ACCORDANCE WITH IDAHO CODE § 74-102. IF A FEE IS REQUIRED, IT MUST BE PROVIDED IN ADVANCE OF RECEIPT OF RECORDS. IF A FEE IS REQUIRED, YOU WILL BE CONTACTED *PRIOR TO* THE REQUEST BEING FILLED.

PUBLIC RECORD REQUESTED BY:

Name: _____

Mailing Address: _____

City/State/Zip Code: _____

Email Address: _____

Daytime or Message telephone: _____

Company you represent (if applicable): _____

REQUEST:

Short Description of Request: _____

Records requested (please provide as much specific details as possible, including specific date ranges, so our agency can identify the information you are

seeking): _____

DELIVERY METHOD:

_____ U.S. Mail

_____ Email

_____ Fax to: _____

_____ For pickup (an email or telephone number must be provided for notification)