

**PUBLIC RECORDS REQUEST FORM**

Use this form to request public records. Be sure to clearly print your name, address, and telephone number so we may respond to this request.

1. Your Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

3. Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

4. Are you an Idaho resident?  Yes  No

Fully describe the record(s) you are requesting, using relevant dates, appeal numbers, names, etc., to assist us in responding. You may also attach your request to this form.

5. Records Requested: \_\_\_\_\_

6. I Request to:  Examine  Receive Copies

7. Preferred delivery method for copies (choose one):

- Pick up paper copies  Mailed paper copies  Email to: \_\_\_\_\_  
 Pick up USB drive  Mailed USB drive

See Idaho Code § 74-103 for response time standards. In general, the agency responds to public records requests within three (3) business days. Business hours are Monday through Friday 8:00 a.m. to 5:00 p.m. Requests received outside business hours or on a weekend or holiday shall be deemed received the next business day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

Mail or hand-deliver this form to the address below, or fax it to 208-334-4060.

Idaho Board of Tax Appeals  
1673 W. Shoreline Drive, Suite 120  
Boise, ID 83702

(BTA-use only)  
Date Record Provided