Public Records Request

Date:

First Name: Last Name:

Business Name, Affiliation, or Representation:

Telephone:

Email:

Mailing Address:

City: State: Zip:

Subject Location (e.g., address or facility name, site name/ID, coordinates, or other location identifier):

Records Description: Include type of records desired and date or date range. The more specific you are, the better we are able to respond to your request.

☐ Yes ☐ No Are you a resident of Idaho as defined in *Idaho Code Section 74-101(15)*?
(For tracking purposes only, All requests are processed, regardless of residency)

☐ I certify that I will reimburse the Idaho Department of Environmental Quality for all charges incurred according to the established *fee schedule*.

☐ I certify that any requested record or information will not be used for purposes as a mailing list or telephone number list as prohibited by *Idaho Code 74-120* or for any illegal purpose (*DEQ Public Records Policy*). I acknowledge use of any record or information as such is punishable by a civil penalty up to $1000 as described in Idaho Code 74-120(11).

Signature of Requester:

Send completed form to:

Email: PublicRecords@deq.idaho.gov
Mail: Idaho Department of Environmental Quality
Attn: PRR Coordinator
1410 N. Hilton Street
Boise, ID 83706