

Shelley Police Department
Request for Public Records

Requestor Information

Name: _____ Phone Number: _____

Mailing Address: _____
CITY STATE ZIP

Email: _____

Requested Records

Case Number: _____ Date of Incident: ____/____/____

If you do not have a case number, please provide a detailed description of the record(s) sought:

I would like to receive this report: via e-mail in person via fax # _____

PLEASE NOTE:

- The department has **three (3)** working days to grant or deny this request. Granted requests shall be produced as provided by law.
- Requests regarding an open or pending case must be sought through the discovery process.
- If it is over 100 pages, you will be charged the actual cost of copies. There will be a charge if nonpublic information must be redacted. You will be charged the actual cost of employee's time to locate and copy the records if it exceeds 2 person hours. If it requires overtime, it will be charged at 1 ½ times their wage. All costs must be prepaid before any records will be released.
- If you are requesting copies of photographs or videos, you must provide an unopened 16 GB thumb drive. Each thumb drive is subject to a \$2 processing fee and/or return shipping, which must be paid in advance.

Signature: _____ **Date:** _____

I acknowledge by my signature that the records sought will not be used for a mailing or telephone list §74-120

OFFICIAL USE ONLY		DSMAIN: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Redactions pursuant to Idaho Code § _____		
<input type="checkbox"/> Referred to Prosecutor		
<input type="checkbox"/> Denied pursuant to Idaho Code § _____		
Delivery		
<input type="checkbox"/> E-mailed <input type="checkbox"/> Mailed <input type="checkbox"/> Faxed <input type="checkbox"/> Hand Delivered <input type="checkbox"/> _____		
<input type="checkbox"/> Returning a thumb drive with: _____ photo(s), _____ video(s), _____ audio file(s)		
Received on: _____ Completed by: _____ Date: _____		
PROSECUTOR REVIEW		
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Redactions pursuant to Idaho Code § _____		
<input type="checkbox"/> Denied pursuant to Idaho Code § _____		
Prosecutor Signature: _____		Date: _____