



Blaine County Sheriff's Office

1650 Aviation Drive
Hailey, Idaho 83333

Sheriff Steve M. Harkins
Chief Deputy Will Fruehling

P: 208 788 5555
F: 208 788 3592
E: sheriff@blainecounty.org
W: blainesherriff.com

Public Information /Records Request Form

INSTRUCTIONS: Fill out the form completely. It may be mailed, submitted in person at our office, or emailed to sheriff@co.blaine.id.us

REQUIRED INFORMATION ON PERSON MAKING THE REQUEST:

FULL NAME OF REQUESTOR (FIRST, MIDDLE, LAST)	DATE OF REQUEST:
FULL MAILING ADDRESS OF REQUESTOR:	PHONE NUMBER OF REQUESTOR:
CITY, STATE, ZIP CODE	EMAIL ADDRESS (OPTIONAL)
TITLE OF REQUESTOR (IF APPLICABLE)	NAME OF ORGANIZATION (IF APPLICABLE)

I AM REQUESTING TO COPY OR EXAMINE CERTAIN RECORDS OF THE BLAINE COUNTY SHERIFF'S OFFICE, WHICH MAY BE IDENTIFIED AS FOLLOWS:

<p>Provide detailed information about the records or information you are requesting including: the full name(s) of the individual(s), date and location of the incident, date(s) of birth and social security number(s) if known, and a description of the specific incident(s) in which the person or people were involved.</p>
<p>Description of Requested Records:</p>

Please Choose One

	Please mail the record(s) to me
	I will pick up the record(s)
	Please email the record(s) to me.

Please note that NOT ALL DOCUMENTS MAY QUALIFY FOR ELECTRONIC DELIVERY in which case records will be sent via the U.S. Postal Service or made available for pick up.

Response

	Request Granted - The requested record(s) is attached.
	Response Delayed
	Additional Time is necessary to locate or retrieve the requested record(s). You should receive a response no later than ten (10) working days following the date of your request.
	The electronic record requested will have to be converted to another electronic format which will take more than ten (10) working days following the date of your request to respond. Please contact the Blaine County Sheriff's Office to discuss when you will receive a response.
	Advance Payment - Certain requests for public records may be subject to copying and/or processing fees in accordance with I.C. § 74-102(10) which must be paid prior to processing therequest. Please contact the Blaine County Sheriff's Office Public Information Officer to discuss the amount and manner of the advance payment.
	Unable to Respond for One or More of the Following Reasons:
	Request is ambiguous
	No matching record(s) found
	The Blaine County Sheriff's Office is not the custodian of the requested record
	Notice of Denial - The requested record is exempt from disclosure pursuant to Idaho Code §§ 74-105_____and/or 74-106_____
	Notice of Partial Denial - Your request has been partially denied. Certain information has been determined to be exempt from disclosure pursuant to Idaho Code §§ 74-105_____and/or 74-106_____ and therefore been redacted from the requested record. A copy of the requested record with the exempt information redacted is attached.

If your request has been denied or partially denied, we have consulted with our attorneys regarding this request for public records. In accordance with Idaho Code Sections 74-103(4), you have the right to appeal this denial or partial denial within 180 calendar days by instituting proceedings in the Blaine County District Court.