PUBLIC INFORMATION REQUEST

ADA COUNTY DEPARTMENT OF ADMINISTRATION
200 W. Front Street, Rm. 2210, Boise, Idaho 83702
Phone: (208) 287-7123 ▪ Fax: (208) 287-7159

Please print or type legibly. Return form to the department listed above for processing.

Note: Section 9-348 of the Idaho Code does not permit Ada County to compile a list of persons that could be used as a mailing list.

Name:			**Date:**
Address:	**Daytime Phone:**		**Fax Number:**
City:	**State:**	**Zip:**	**E-Mail:**

Preferred Method of Delivery: E-Mail ☐ Pick Up In Person ☐ Fax ☐

(Please note that e-mail is generally the most cost-effective method for delivering documents. Requests for large amounts of data may require that data be placed on CD or a similar data medium, resulting in fees as outlined below. Delivery by e-mail may eliminate per page copying fees, however, will not eliminate fees charged for staff time if applicable. Fees must be paid in advance, including staff processing time if estimated at greater than two (2) hours.)

Description of Requested Information (Note: Please **be specific**, this may help reduce request completion time):

_____

_____

_____

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_____

Requestor's Signature:

FOR INTERNAL USE ONLY

Request Receipt & Department Review:

_____ _____
Request Recipient Date

_____ _____
Reviewer Date

_____ _____
Reviewer Date

_____ _____
Reviewer Date

Note: Some departments may choose to have multiple reviewers.

Request Completion:

_____
Request Completed By

_____/_____/_____ _____/_____/_____
Date Completed Date Requestor Contacted

Notification by: ☐ Mail ☐ Phone ☐ E-Mail

_____/_____/_____
Date Request Picked Up or Sent

Copying & Staff Work Time Fees:
Pursuant to I.C. § 9-338(8)(a) & Ada County Resolution #1667

_____ x $.05 = $_____
Pages Copied Fee

_____ x $1.25 = $_____
CDs/Tapes Copied Fee

$_____/per hour
Hourly Rate of Staff Completing Request
(First Two (2) Hours are FREE of Charge)

_____ x $____ = $_____
Hours Worked Rate Fee

$_____
Total Cost

Notes: