



MOUNTAIN HOME POLICE DEPARTMENT

2775 E. 8th North Street, Mountain Home, ID 83647
Phone 208.587.2101 • Fax 208. 587.0180 • www.mhpd.net

RECORDS REQUEST

REQUEST FOR COPIES OF REPORTS - PLEASE PRINT CLEARLY

DATE: _____ NAME: _____

PHONE: _____ ADDRESS: _____

REPORT REQUESTED ON: SELF OTHER

NAME: _____ DATE OF BIRTH: _____

DATE OF INCIDENT: _____

TYPE OF INCIDENT: _____

LOCATION INCIDENT OCCURRED: _____

I certify this request for information will not be used to compile a mailing or telephone list.

SIGNATURE: _____ DATE: _____

Release of certain reports will be approved by the City or County Prosecutor. Please allow three (3) working days for requests to be reviewed, approved, and processed. Our office will call when the reports are ready to be picked up. If it is determined that a longer period of time is needed to locate or retrieve the public records, we will notify you in writing and shall provide the public records no later than ten (10) working days following your request. If a copy of a report is not released or is denied, the requestor has 180 days to appeal to the district court, per Idaho Code 9-339. Public Records Act – Idaho 74-103(1).

FOR OFFICE USE ONLY:

DATE REQUEST RECEIVED: _____ BY: _____

REPORT RELEASED BY: _____ DATE: _____

IF DENIED, STATE REASON: _____

DOCUMENTED BY: _____

DATE OF DENIAL: _____