



# Spirit Lake Fire Protection District

PO Box 116, 32182 N 6<sup>th</sup> Ave, Spirit Lake, ID 83869

Telephone: (208) 623-5800 Fax: (208) 623-2305

admin@spiritlakefire.com - www.spiritlakefire.com

## Request to Examine/Copy Public Records

Requester Information		
Name:		
Phone #:	Email address:	
Mailing Address:		
City:	State:	Zip Code:
Signature:	Date:	

Please indicate how you would like to receive the report:

Electronic/via email     US mail     Pick up     View in office

To assist SLFPD in answering your request accurately and promptly, please identify the record(s) you wish to examine and/or copy.

I hereby request, pursuant to Idaho Code §74-102, to examine and/or copy the following public records:

\_\_\_\_\_

The Spirit Lake Fire Protection District complies with the Idaho Public Records Act (Idaho Code Title 74, Chapter 1) regarding appropriate time limitations for public record requests. By completing this form, you understand that under Idaho Code 74-103(2), Spirit Lake Fire Protection District must grant or deny your request within three (3) working days of the date of the receipt of the request. However, if Spirit Lake Fire Protection District determines that a longer period of time is needed to locate or retrieve public records, you will be notified in writing and that the request will then be granted or denied no later than ten (10) working days following your request.

**By law, information gained through this request may not be used for the purpose of compiling a mailing list or telephone number list without securing permission from each individual.**

***DO NOT WRITE BELOW -- For SLFPD Office use only***

Date received: \_\_\_\_\_

Legal review required:  Yes     No

Release:  Approved     Partial approved     Denied     No record found

Date completed: \_\_\_\_\_

Cost: \$ \_\_\_\_\_

Date released: \_\_\_\_\_