Caldwell Police Department

110 S. 5th Ave., Caldwell, ID 83605
Office # (208) 455-3115 / Fax # (208) 455-3122

Request for Public Records

In order to best serve the public and to as expeditiously as possible process your request for public records, please follow the necessary steps:

Procedure for Public Records request:

1. Complete a "Records Request" form for each police report.
2. Include your name, mailing address and email address.
3. A request may take up to 3 working days from the date of receipt – I.C. 74-103(1)
4. Show identification to the custodian pursuant to I.C. 74-102(5)(a) if requesting records about yourself.

Name of Requesting Person: _____
Mailing Address: _____
City, State, Zip: _____
Telephone Number (Optional): _____
Email (if requesting documents be emailed): _____

I request a copy of: Method of Delivery: ☐ mailed ☐ emailed ☐ faxed ☐ pick up

☐ Police Report #: _____ Amount Paid: _____
Fees per I.C. 74-102(10)(b)

☐ Media (photos, audio, video, etc.) associated with report Amount Paid: _____
Fees per I.C. 74-102(10)(b)

☐ Other: (To help us locate the correct report, list information such as accident or arrest date, location, driver, suspect, or victim names or dates of birth, type of crime, etc.)

_____

_____

Signature: _____ Date: _____

I acknowledge by my signature that the records sought by this request will not be used for a mailing list/telephone list as set forth in I.C. 74-120.

Public records requests will likely be denied pursuant to I.C. 74-124 if the case is currently open to ensure that they do not interfere with enforcement proceedings.

-This Section for Official Use Only-

Dsmain# _____ Request Received By: _____ Date/Time: _____
Handled by: _____ Date/Time: _____

-For Supervisor Use Only-

Approved: _____ Denied: _____ If denied, date letter/email sent: _____
Signature of Supervisor: _____