



CHUBBUCK POLICE DEPARTMENT RECORDS REQUEST FORM

5160 Yellowstone Avenue P.O. Box 5604 Chubbuck, ID 83202-5604
Police: (208) 237-7172 Records: (208) 238-2376 Fax: (208) 237-0944

Instructions: Failure to completely fill out this form may result in incomplete information or rejection of the request as the search is based solely on the information provided. You must specify date of birth if general information regarding an individual is requested. Only information disclosable under Idaho Code Title 9, Chapter 3 will be released. In addition, records released by this agency are not warranted for accuracy nor completeness. A response to this request will be made in three business days (8:00 AM to 5:00 PM Monday through Friday excluding holidays). Any request received after hours is considered to be received the next business day. Printed and signed forms may be faxed, mailed or delivered in person.

REQUESTOR INFORMATION:

Full Legal Name: _____ Company / Agency: _____ Phone Number: _____ Fax Number: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

I request copies of original documents made at a fee related to the following incident / individual.

I request to examine documents by appointment related to the following incident / Individual.

Requestor's Signature: _____ Date of Request: _____

INCIDENT AND/OR INDIVIDUAL INFORMATION:

Type(s) of Report Requested:

Police Report Accident / Impact Report Photographs Audio or Video Other

Subject or Nature of Incident: _____ Address or Location of Incident: _____ Date of Incident: _____

Involved Party #1: _____ Date of Birth: _____ Involved Party #2: _____ Date of Birth: _____

Involved Party #3: _____ Date of Birth: _____ Involved Party #4: _____ Date of Birth: _____

List Other Information Requested: _____

CPD RECORDS BUREAU USE ONLY:

Date Received: _____ Received by: _____

Record release approved

Date Released: _____ Released by: _____

Record released denied

Pending misdemeanor case or infraction. Contact Racine Law Offices at (208) 232-6101

Pending felony or juvenile case Contact Bannock County Prosecutors Office at (208) 236-7280

Other: _____

ALL COPIES ARE SUBJECT TO A COPYING FEE

Report pages 1-4 are \$1, each additional page is 50¢.

Printed photos are \$1 per page (4 images per page).

Duplicate audio / video cassettes or disks are \$5 each.

Prepayment will be required for large records requests