

# IDAHO STATE LIQUOR DIVISION

## IDAHO STATE LIQUOR DIVISION PUBLIC RECORDS REQUEST

Mail: ISLD, 1349 E Beechcraft Court, Boise ID, 83716 or Fax: 208-947-9401

E-mail: [contact.us@liquor.idaho.gov](mailto:contact.us@liquor.idaho.gov)

Under Idaho Law, with the exception of certain specified exemptions, public records are open to examination and copying. Persons wishing copies of public records must do so in writing. While the law provides for a copying fee, our policy is to provide copies of one-hundred pages or less at no cost.

We will grant or deny public records requests within three (3) working days of the receipt of the request. A reason for denial would be that the records fall under a legal exclusion or that we do not have the requested record(s). In the event that we determine that a longer period of time is needed to compile the records, you will be so notified within three (3) working days and will receive the requested records within ten (10) working days.

**Under Idaho Law, the requested information cannot be used for the purposes of a mailing or telephone list.**

**Record(s) Requested:** (attach additional sheets if necessary)

**How would you like to receive your request?**

**Circle one:** Electronically (if available)      By U.S. Mail

**Contact Information for Response:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ISLD USE:**      **Date Received:** \_\_\_\_\_      **Date of Response:** \_\_\_\_\_