IDAHO REAL ESTATE COMMISSION
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Approved: _____

REQUEST FOR PUBLIC RECORDS

To the Designated Records Custodian for the Idaho Real Estate Commission:

I request to: *(choose one)*

☐ Personally examine the following records during regular business hours of the Commission.

☐ Be provided with copies of the following records.

(Please provide a specific description of the records requested, including the type of record, names, time frames, etc., to assist our staff in identifying and locating the records.)

_____

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NOTE: The Commission keeps most records in electronic format but can provide paper copies upon request. There is no charge for electronic copies or paper copies of 100 pages or less. Paper copies of more than 100 pages will be charged $.10 per page. Where fulfilling requests requires staff time to locate records or redact information, labor costs may also be charged in accordance with IREC's posted schedule. Please see the Commission's Public Records Policy at irec.idaho.gov.

Preferred form of copy: *(choose one)*

☐ e-mail attachment ☐ CD-Rom ☐ paper copies

Preferred method of receipt: *(choose one)*

☐ pick up copies at Commission office ☐ mailed or e-mailed to address provided below

Name: _____
First *Last*

Mailing Address: _____

_____
City *State* *Zip*

Phone No: _____ **E-mail:** _____

The Commission may use Requestor's contact information to deliver its response or to notify Requestor if the response involves voluminous records or requires payment.