



**IREC use only**

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, license number, provider name or course ID #'s, 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 records:** *(choose one)*

- Email attachment
- CD-ROM
- Paper copies

**Preferred method of receipt:** *(choose one)*

- Pick up copies at Commission office
- Mailed or emailed to address provided below

**Name:** \_\_\_\_\_  
*First* *Last*

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

\_\_\_\_\_  
*City* *State* *Zip*

**Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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.