



# Southeastern Idaho Public Health

## SEPTIC RECORDS REQUEST

Date of Request: \_\_\_\_\_

Printed Name of Requester: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

### **Property Information:**

Street Address: \_\_\_\_\_

Legal Description: *Township:* \_\_\_\_\_ *Range:* \_\_\_\_\_ *Section:* \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_ *Lot #:* \_\_\_\_\_ *Block #:* \_\_\_\_\_

Year home built: \_\_\_\_\_

Year repairs made to septic system: \_\_\_\_\_

Name(s) of previous owners: \_\_\_\_\_

If records are to be mailed, please complete the following:

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

By signature below, requester acknowledges the following:

- Per Idaho Code 9-348, the requested information will not be used for purposes of a mailing or telephone list, or as otherwise prohibited by law
- A fee of five cents (\$.05) per copy page shall be charged, generally prepaid, before copies are made
- Per Idaho Code 9-338, actual labor costs associated with locating and copying documents shall be charged if:
  1. the request is for more than one hundred (100) pages of paper records; or
  2. the request includes records from which nonpublic information must be deleted; or
  3. the actual labor associated with locating and copying records exceeds two (2) person hours.
- Prepayment of estimated costs will be required
- Requester may be charged for mailing costs

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

This Section for Office Use Only	
Request Taken By: _____	Approved By: _____
Records Mailed By: _____	Date: _____
Number Copies: _____	Estimated Time: _____ per Hour Cost: _____
Copy/labor charges: _____	Mailing cost: _____ Total Fees: _____

Per I.C. §9-339, a public agency shall either grant or deny a person's request to examine or copy public records within three (3) working days of the date of receipt of the request.

\_\_\_ **No records were found in our files regarding the requested information**

Completed records requests can be sent to [recordsrequest@siph.id.gov](mailto:recordsrequest@siph.id.gov)