

# RIGBY POLICE DEPARTMENT



173 E Main Street, Suite 1  
Rigby, Idaho 83442  
208-745-1951  
Fax 208-745-1949



Birth Place  
of Television

## Public Records Request Form

***Pursuant to Idaho Code 9-339 the records department may take up to 3 (three) working days to respond to (Deny or Approve) your request.***

***After you have been contacted you have (5) five working days to pick up your information or you will be required to re-submit your request.***

### Requestor Information

Today's Date \_\_\_\_\_

NAME \_\_\_\_\_ DL# \_\_\_\_\_

COMPANY \_\_\_\_\_

PHONE#(s) \_\_\_\_\_

### Requested Records

TYPE OF REPORT  ACCIDENT  INCIDENT

CASE NUMBER \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_

PARTIES INVOLVED \_\_\_\_\_

LOCATION \_\_\_\_\_

YOUR INVOLVEMENT \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

### Send Records to

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

### Department Use Only

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

RECORDS ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_