



CITY OF NAMPA
Public Records Request
 411 3rd St. S.
 Nampa, ID 83651
 Phone: (208) 468-5425
 Fax: (208) 465-2314
rosep@cityofnampa.us
bishopd@cityofnampa.us

◆ The City of Nampa complies with the Idaho Public Records Act (Idaho Code Title 74, Chapter 1) regarding appropriate time limitations for public records requests. By law, information gained through this request cannot be used for the purpose of compiling a mailing list or telephone list without obtaining permissions from each individual.

Date: _____ Department: _____
 (MM/DD/YY)

Name: _____
 (Last) (First)

Phone Number: _____ Email Address: _____

Mailing Address: _____
 (Street) (City) (State) (Zip)

I hereby request to examine and/or receive copies of the following public records:

- These records specifically pertain to myself.
- I want to merely examine these records.
- I want copies of these records.

 Signature (By signing above, I agree to the following) (Date)

- ◆ Examination of records must occur during regular office hours of 8:00 am until 5:00 pm, Monday through Friday.
- ◆ Response time is 3 business days, more difficult requests may take up to 10 business day to fulfill
- ◆ If city employees are required to assist you with your request, and if such assistance involves copying more than 100 pages of paper records or an excess of two person hours for copying, locating documents, or for security reasons, a charge will be assessed to recover labor cost associated with your request.
- ◆ Payment for all expenses may be required in advance. In every instance, payment for expenses include copying and labor, will be due and payable prior to any copies being released.