



P.O. Box 1520 Eagle, ID 83616
Clerk's Office: 939-6813 – fax: 939-6827
Planning Dept.: 939-0227 – fax: 938-3854
Building Dept.: 489-8760 – fax: 489-8767
E-MAIL: eaglecity@cityofeagle.org

**CITY OF EAGLE
PUBLIC RECORDS INFORMATION REQUEST FORM**

Name: _____

Address: _____

Telephone : _____ Fax Number (optional): _____

E-Mail address: _____

Date of Request: _____

INFORMATION REQUESTED (PLEASE BE SPECIFIC):

Under penalty of perjury, I hereby certify that I will not be using, nor will I allow to be used in any form or manner, the records, documents, or lists (hereinafter "Data") obtained from the City of Eagle as a mailing or telephone number list for any purpose, including soliciting, market research, etc., in accordance with Idaho Code §74-102(b).

SIGNATURE

City Employee Processing Request: _____

Date Completed: _____ **Fees Collected & Receipt #:** _____

- I.C. 74-103(1) - If more than three (3) working days are needed to process this request, the requestor shall be notified, with the documents or response following within ten (10) days.
- Fees may be associated with the processing of this request, per Resolution 11-16.
- If request is submitted via e-mail, please call within 24 hours to confirm receipt.