



Division of Building Safety Request for Public Records Form

DBS Use Only

Date Received:

By:

Payment:

Date: _____ Name: _____

Business Name, Affiliation, or Representation: _____

Telephone: _____ Fax: _____

Mailing Address: _____

Email Address: _____

How would you like your records provided? Note: Charges may apply.

Please refer to the [DBS Public Records Request Policy](#) for more information.

I would like to examine the requested records at the Meridian Office

I would like copies of the requested records provided to me via: email mail fax

I will pick up the copied records at Meridian office

Description of public records requested:

Idaho code exempts certain documents from public disclosure. If the public records you are seeking to examine or copy are exempt from disclosure, you will be notified.

Signature of Requestor (electronic signature is acceptable)

Send completed form to:

Email: customer.service@dbs.idaho.gov

--or--

Mail: Division of Building Safety

Public Records Request

1090 E. Watertower Street, Suite 150

Meridian, ID 83642

--or--

Fax: 1 (877) 810-2840