

# Public Records Fee Waiver Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Business Name, Affiliation, or Representation: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

The Idaho State Department of Agriculture shall not charge any cost or fee for copies or labor when the requester demonstrates that the requester's examination and/or copying of public records:

- (i) Is likely to contribute significantly to the public's understanding of the operations or activities of the government;
- (ii) Is not primarily in the individual interest of the requester including, but not limited to, the requester's interest in litigation in which the requester is or may become a party; and
- (iii) Will not occur if fees are charged because the requester has insufficient financial resources to pay such fees.

The requester must meet and demonstrate all three of those criteria in order to have the fee waived. ISDA will evaluate a fee waiver request based upon the requirements in [Idaho Code Section 74-102\(10\)\(f\)](#) and the information provided by the requester. Requests for fee waivers will be reviewed on a case-by-case basis. It is the responsibility of the requester to provide detailed information to support a request for a fee waiver.

Under Idaho Code Section 74-102(10)(f)(i)-(iii), requesters who demonstrate the three criteria listed above may receive a fee waiver. In the paragraph space below, please prove or make clear by reasoning or evidence how the requester meets the three criteria for a fee waiver.

I, the requester, certify that I meet all three of those criteria listed to qualify for a Public Records Request Fee Waiver.

Yes       No

**Signature of Requester:** \_\_\_\_\_

Send completed form to:

Email: [PublicRecordsRequest@isda.idaho.gov](mailto:PublicRecordsRequest@isda.idaho.gov)  
Fax: (208) 334-2170  
Mail: Idaho State Department of Agriculture  
Attention: PRR Coordinator  
PO Box 7249  
Boise, ID 83707