



Shante Sanchez, M.S., MDI, Coroner
Bonneville County Coroner's Office
Office/On Call #: (208) 533-6999
Fax: (208) 693-1622
Email: coroner@bonnevillecountyidaho.gov

PLEASE READ CAREFULLY

Bonneville County Coroner's Office (8BCCO) will produce records in accordance with the IDAHO PUBLIC RECORDS ACT, subject to appropriate exemptions. The requesting party is hereby notified as follows:

- 8BCCO is only required to produce records in existence, not create records or answer questions (I.C. §§ 74-102 and 74-101(13));
- Unless otherwise notified, 8BCCO will approve or deny requests within three (3) working days of receipt (I.C. § 74-103);
- Once 8BCCO contacts you, you will have five (5) working days to retrieve your information; AND
- If your request is denied in whole or in part for any reason below, you have the right to appeal any denial to the 7th District Judicial Court within 180 days of the date of the denial (I.C. § 74-115).

REQUESTED RECORDS

I hereby request, pursuant to I.C. § 74-102, to

☐ EXAMINE only, or ☐ OBTAIN COPIES of the following public records:

Record Description:

REQUESTOR INFORMATION

NAME _____ DOB: _____

COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE/CELL# _____ FAX # _____

E-MAIL _____

SIGNATURE OF REQUESTOR _____ DATE _____

I wish to receive these records by: ☐ EMAIL ☐ MAIL ☐ FAX ☐ OTHER _____

Approved _____ Denied _____ Signature of Coroner _____

I acknowledge by my signature that the records sought by this request will not be used for a mailing or telephone list (I.C. § 74-120) If your request for inspection has been denied or partially denied, your sole remedy is to institute proceedings in the District Court, in Bonneville County, following the procedures set forth in Idaho Code §9-343. The petition contesting the decision must be filed within one hundred eighty (180) calendar days from the date of mailing of this response to your request for inspection of records.

