



BONNER COUNTY PUBLIC RECORDS REQUEST FEE SCHEDULE

While standard public records requests are governed by the **Idaho Public Records Act (I.C. § 74-102)**, the duplication of recorded records, land documents and certified court records are governed by specific Idaho Statutes and county fee schedules (**I.C. § 31-3205(Recorder's Office)**) and **I.C. § 31-3201(courts)**).

***Payment in Advance:** When fees are due, Bonner County requires those fees to be prepaid before documents will be copied, certified, or mailed out. Checks should be made payable to the **"Bonner County", "Bonner County Recorder" or "Clerk of the District Court"** respectively.

1. General Public Records Requests Fees (All County Departments)

Quantity / Type	Fee Amount
Black & White Copies – First 100 pages –	\$0.00 (No Charge) (Does not apply to non-Idaho residents)
Black & White Copies – Pages 101+	\$0.25 per page
Color Copies – 8 ½ x 11	\$1.25 per page
Color Copies – 8 ½ x 14	\$1.75 per page
Color Copies – 11x17	\$2.50 per page
Electronic Records (Email/Download)	\$0.00 (No Charge)
Staff/Legal Labor – Residents of Idaho Only	First 2 hours free. Thereafter, hourly rate of lowest-paid employee qualified to process/redact.
Staff/Legal Labor – Non-Idaho Residents	Hourly rate of lowest-paid employee qualified to process/redact.

Media / Formatting Type	Fee Amount
Electronic Records (Email/Download) – Residents of Idaho Only	\$0.00 (No Charge) (<i>Unless labor exceeds 2 hours</i>)
Electronic Records (Email/Download) – Non-Idaho Residents	Hourly rate of lowest-paid employee qualified to process/redact.
Physical Media (CD, DVD, USB Flash Drive)	Actual direct cost of the blank media device.
Non-Standard Copies (Maps, Blueprints, etc.)	Actual commercial or internal cost of reproduction.
Third-Party Format Conversion and Hearing Transcripts	Actual cost of conversion charged to the County.
Credit Card Processing Fee	3.0% + \$1.00

2. County Recorder / Land Records Fees

Service Type	Fee Amount
Standard Copy of Recorded Document	\$1.00 per page
Certified Copy of Recorded Document	\$1.00 per document certification fee (<i>plus \$1.00/page copy fee</i>)
Copy of Recorded Survey	\$4.00 per page
Copy of Recorded Plat Map	\$4.00 per page
Military Discharge (DD-214) Copy	\$0.00 (No Charge) ID Required (Secured Document)
Credit Card Processing Fee	3.0% + \$1.00

3. Court Records Fees (District Court Clerk)

Service Type	Fee Amount
Uncertified Copy of Court Record	\$1.00 per page
Certification Fee with Court Seal	Additional \$1.00 per document
Comparing and Conforming Prepared Copy	\$0.50 per page (<i>If you bring your own pre-printed copy for the clerk to verify</i>)
Exemplified Copy	Additional \$1.00 per Court Seal
Storage Retrieval Fee	\$20.00 per File
Audio Recordings	\$10.00 per 8GB Flash Drive or Electronic Transfer
Credit Card Processing Fee	3.5%

4. Postage and Handling Fees

Postage and Handling	Fee Amount
Standard Envelope (1-4 pages)	\$1.63
Large Envelope (5-9 pages)	\$2.40
Large Envelope (10-25 page)	\$5.55
Large Envelope (26-50 pages)	\$10.75
Email (Documents Only)	No Charge
Flash Drive (1)	\$5.00
Express Mail	TBD