

# INDUSTRIAL COMMISSION WEB PORTAL GUIDE

## Public Records Request



# Public Records Request Portal



The Idaho Industrial Commission Public Records Request Portal can be accessed at [iicportal.idaho.gov/forms/public-records-request/](https://iicportal.idaho.gov/forms/public-records-request/).

*NOTE: Requests for workers' compensation records on claims closed **prior** to January 1, 2004, will require a **separate** submission of form [RMR-6](#).*

The Public Records Request Portal is to be utilized for those who are authorized parties to a claim, prospective employers or claimants.

An authorized party other than the claimant is:

- The time of injury employer
- The surety (insurance company for the employer)
- The Industrial Special Indemnity Fund
- The attorney representing one of the above parties or the claimant

When completing an online Public Records Request ensure any **requester** information provided is for the person filling out and submitting the request, and any **claimant** information provided is for the injured worker.

If a claimant would like their own records to be sent to an additional recipient/party, they will have the opportunity to add an additional recipient before submitting their request.

If you do not wish to submit your records request through the online Public Records Request Portal, all records request (RMR) forms can be found on the Commission's website at [iic.idaho.gov/request-records](https://iic.idaho.gov/request-records).

Any questions or completed RMR forms may be sent to [RecordsManagement@iic.idaho.gov](mailto:RecordsManagement@iic.idaho.gov).

*In accordance with the provisions of I.C. Titles 72 and 74, all requests to examine or copy a public record must be granted or denied within three (3) working days of the agency's receipt of the request. If it is determined that a longer time will be needed to locate or retrieve the requested record, the requester will be so notified in writing within three (3) days.*

Click [HERE](#) for the Idaho Industrial Commission's complete Public Records Request Guidelines.

## Questions

For questions regarding public records requests, please email the Industrial Commission at [recordsmanagement@iic.idaho.gov](mailto:recordsmanagement@iic.idaho.gov).