

# West Feliciana Parish Police Jury

## PUBLIC RECORDS REQUEST FORM

COMPLETE BELOW:

DATE \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE INITIAL \_\_\_\_\_  
NAME OF ORGANIZATION/COMPANY \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY STATE ZIP \_\_\_\_\_  
TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_  
E-MAIL \_\_\_\_\_ @ \_\_\_\_\_

Description of Records Requested (Type or Print): To expedite request, be as specific as possible. You may attach additional pages to the form as necessary. Clearly mark attachments.

**Delivery Information—Check appropriate box. Cost of copies shall be paid in advance of delivery.**

**Confirmation of receipt from Police Jury Secretary.**

**Make public records available for viewing.** The requestor will be notified when records are available for review at the Police Jury Governmental Building. There is NO COST to view the public record.

**Make copies for pick up by requestor. The requestor will be invoiced and must pay for the copies before the copies are released**

**Make copies and mail to requestor. The requestor will be invoiced and must pay for the copies before the copies are released.**

**Make copies and fax to requestor. The requestor may be invoiced, and if so, the requestor must pay for the copies before the copies are released. NOTE: The Police Jury is unable to fax high-volume requests.**

**SUBMISSION OF REQUEST IS CERTIFICATION THAT REQUESTOR UNDERSTANDS AND ACCEPTS OBLIGATION TO PAY APPLICABLE FEES FOR COPIES OF RECORDS REQUESTED AND THAT NO COPIES MAY BE RETURNED FOR CREDIT.**

**SIGNATURE OF REQUESTOR:** \_\_\_\_\_

**If submitted electronically, signature and date on line above unnecessary.**

**STEP 1. PRINT & COMPLETE** all information. BE SURE TO DATE AND SIGN REQUEST.

**STEP 2: SUBMIT** completed form to: Custodian of Records, West Feliciana Parish Police Jury, P.O. 1921, St. Francisville, LA 70775-1921, FAX: 225-635-3705.

DO NOT ATTACH PAYMENT TO THIS FORM. WAIT to receive a notice of estimated cost.

**STEP 3. PAY FEE** if applicable. Once you have received a notice of estimated cost, submit fees PAYABLE TO THE West Feliciana Parish Police Jury AND A COPY OF THE INVOICE to: Custodian of Records, West Feliciana Parish Police Jury, P.O. 1921, St. Francisville, LA 70775-1921. If payment is not received within 10 working days after notice of estimated cost is forwarded, it may be necessary to initiate a new request. CHECK OR MONEY ORDER ONLY. RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.

(Orig.0110)