Louisiana Department of Agriculture and Forestry

PUBLIC RECORDS REQUEST FORM

www.ldaf.la.gov

Date:___/___/___

Step 1: **COMPLETE** all information in the fields provided. **Please TYPE or PRINT.** If you have questions, please call the Legal Department, toll-free at (866) 927-2476 or locally at (225) 922-1234.

Step 2: **SUBMIT** completed form to Custodian of Records, 5825 Florida Blvd. Suite 2000, Baton Rouge, LA 70806 or by email to Publicrecords@ldaf.la.gov. **DO NOT ATTACH PAYMENT WITH THIS FORM. DO NOT FAX THIS FORM, IT MUST BE MAILED OR EMAILED.**

Step 3: **WAIT** to receive an invoice of estimated cost. Once received, send payment. Copies will be mailed upon receipt of payment or copies can be picked-up with payment. If fifteen (15) working days pass after invoice is sent and payment is not received, it will be necessary to initiate a new request.

Requestor Information Please Type or Print

First Last Middle Name/Agency:_____

Organization/Company: _____

Mailing Address: _____

City/State/ Zip: _____

Email Address: _____

Telephone: _____

Payment Method & Authorization
CHECK OR MONEY ORDER ONLY

	Duplication Fees
Regular rate:	$0.25 per page (8½ X11 & 8 ½ X14)
Spec sheets:	$0.50 per page (11x17)
Plan sheets:	$1.10 per page (24X36)
CDs or Disks:	$25 per disk

Requestor Information (Please Type or Print)
To expedite your request, be as specific as possible. Attach additional pages to the form as necessary. Include street address of the facility, the document dates, and other details about the type of record of interest to you. If you are requesting construction records, please include the state project number if it is known.

Delivery Information (Check Appropriate Box)

☐ **Email requested copies of documents.**

☐ **Segregate records for in-person review.** To view the records on a particular date, please list it here ___/___/___. You will be notified when the records are ready for review.

☐ **Make copies for me to pick-up in person.** Cost of copies shall be paid upon arrival by check or money order made payable to the Department of Agriculture and Forestry.

☐ **Make copies and mail them to me.** Cost of copies and postage shall be paid in advance by check or money order payable to Department of Agriculture and Forestry.

Official Use Only

Data Received:_____ Date Due:_____ Amt. Due:_____ Amt. Received:_____ Department:_____

Please be advised pursuant to La. Const. Art. XII, § and Title 44 of the Louisiana Revised Statutes, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for denial will be provided. We are authorized to charge fees for providing copies of records, pursuant to La. R.S. 44:32.