



Plaquemines Parish Sheriff's Office

Public Records Request Form



Sheriff, Gerald A. Turlich, Jr.

STEP 1. Print and Complete all information. BE SURE TO DATE AND SIGN REQUEST.

STEP 2. Submit completed for to : Custodian of records, Plaquemines Parish Sheriff's Office 8022 Highway 23 Belle Chasse, LA 70037, Fax (504) 433-2656. DO NOT ATTACH PAYMENT TO THIS FORM. Wait to receive a invoice of estimated costs.

STEP 3. Pay Fee, if applicable. Once you have received a notice of estimated cost, submit fees Payable to the Plaquemines Parish Sheriff's Office. and a copy of the notice of estimated cost to Custodian of Records, Plaquemines Parish Sheriff's Office, 8022 Highway 23 Belle Chasse, LA 70037. 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.

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.

- ☐ Make public records available for viewing. The requestor will be notified when records are available for review at the Plaquemines Parish Sheriff's Office. **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 Plaquemines Parish Sheriff's Office 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: _____