

PUBLIC RECORDS REQUEST

This form must be filled out before any Public Records Request is accepted by the Parish of Jefferson.
Requestor must show valid identification and document age.
(Must be 18 years of age) La. R.S. 44:32(A)

Submit to: PARISH OF JEFFERSON
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Email: Purchasing@jeffparish.net

YOU MUST ATTACH A COPY OF AN OFFICIAL PICTURE ID SHOWING YOUR DATE OF BIRTH

***** PLEASE PRINT *****

Date: _____ Time: _____

CONTACT INFORMATION: (Name & Address of person making the Request) Name:

Address: _____

Phone #: _____

Email Address: _____

ADDRESS/LOCATION OF ANY PROPERTY INFORMATION REQUESTS: (one address per form)

Address: _____

INFORMATION REQUESTED: (Please be specific)

PERIOD OF TIME THIS INFORMATION WOULD LIKELY EXIST:

******* DO NOT WRITE BELOW THIS LINE: FOR OFFICIAL USE ONLY *******

Received By: _____ Date: _____

Department: _____ Total # Copies: _____

Date Responded To: _____ Other Costs: \$ _____

Total Cost: \$ _____ (ALL COSTS MUST BE PAID PRIOR TO RELEASE)

Ready for Pickup from Purchasing Department

NO RECORDS / INFORMATION FOUND