

PRR-CE- _____

Transaction # _____

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 to view documents. **(Must be 18 years of age) La. R.S. 44:32(A)**

Submit to: PARISH OF JEFFERSON
East Bank Code Enforcement Office
1221 Elmwood Park Blvd, Suite 101
Jefferson, LA 70123

Fax #: (504) 736-8387

DATE: _____

TIME: _____

NAME & ADDRESS OF PERSON MAKING THE REQUEST (PRINT)

PHONE #: _____ **FAX #:** _____

EMAIL ADDRESS (PRINT): _____

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

INFORMATION REQUESTED (Please be specific) (PRINT):

PERIOD OF TIME THIS INFORMATION WOULD LIKELY EXIST:

DO NOT WRITE BELOW THIS LINE: FOR OFFICIAL USE ONLY

PRINT ALL INFORMATION

RECEIVED BY: _____

DATE RESPONDED TO: _____ **DEPT.** _____

TOTAL # COPIES: _____ **OTHER COSTS:** _____

TOTAL COSTS: \$ _____ **(ALL COSTS MUST BE PAID PRIOR TO RELEASE)**

- NO RECORDS/INFORMATION FOUND CERTIFICATION COMPLETED
- OVERLY BROAD AND/OR VAGUE INFORMATION NOT CONTAINED IN RECORDS OR DOCUMENTS
- REFERRED TO PAO – REQUESTING EMPLOYEE PERSONNEL RECORDS
- COMPLETED – **BY:** _____ **DATE:** _____