



# Louisiana Department of Environmental Quality PUBLIC RECORDS REQUEST FORM

<http://www.deq.louisiana.gov/pubrecords>

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

To submit online, **DO NOT** complete this form. Instead, complete the online form at <http://www.deq.louisiana.gov/prr>. Use this form only for submitting by mail, fax, or in person.

- STEP 1:** **COMPLETE** all information in the fields provided. Please **TYPE** or **PRINT** legibly. If you have questions, please call (225) 219-3168 or e-mail [publicrecords@la.gov](mailto:publicrecords@la.gov).
- STEP 2:** **SUBMIT** completed form in person, by **mail** to Custodian of Records, Office of Management and Finance, Department of Environmental Quality, P.O. Box 4303, Baton Rouge, LA 70821-4303, or **fax** to (225) 325-8110. **DO NOT ATTACH PAYMENT WITH THIS FORM. DO NOT EMAIL THIS FORM.**
- STEP 3:** **WAIT** to receive a notice of cost. After receiving notice, you may pay for and pick up your records at DEQ, or you may mail your payment. DEQ will mail records after payment is received. If DEQ has not received your payment within 10 business days after sending your notice of cost, you may need to complete a new request.

### Requestor Information

Last Name		First Name	
Organization/Company			
Mailing Address			
City	State	Zip	
Email			
Telephone ( ) -	Fax ( ) -		

### Payment

Check or money order accepted for all charges. Exact change accepted for charges under \$5.00 for in person pick up.

#### Fees

Regular rate:	\$0.25 per page
Reduced rate*:	\$0.05 per page
Fax/color rate:	\$1.00 per page
CDs or DVDs:	\$5 per disk + \$25 per hour data processing fee

\*Reduced rate requires completion of form [ISD-0005-02](#).

### Request Details

To expedite your request, be as specific as possible. Attach additional pages to the form as necessary. Include the street address of the facility, the document dates, and other details about the type of record of interest to you.

### Delivery Information

#### Check Appropriate Box

- Send records to me electronically if available.
- Segregate records for me to review in person. DEQ will notify me when the records are ready for review.
- Make copies / CDs (**circle one**) for me to pick-up in person. I will pay the cost when I arrive at DEQ by check or money order made payable to *LA-DEQ*, or with exact change for charges under \$5.00.
- Make copies / CDs (**circle one**) and mail them to me. DEQ will notify me of the cost plus postage. After receiving notice, I will mail a check or money order payable to *LA-DEQ* for the cost plus postage. DEQ will mail me the requested records after receiving my payment.
- Fax copies to me (available for 20 pages or less only). DEQ will notify me of the cost by email, mail, phone or fax. After receiving notice, I will fax a copy of a check or money order payable to *LA-DEQ*, then mail the check or money order to DEQ. DEQ will fax me the requested records after receiving my faxed payment.