



Louisiana Department of Environmental Quality  
**PUBLIC RECORDS REQUEST FORM**

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

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

**STEP 1:** **COMPLETE** all information in the fields provided. **Please TYPE or PRINT.** You may also complete the online form at <http://www.deq.louisiana.gov/pr>. If you have questions, please call (225) 219-3168 or e-mail [publicrecords@la.gov](mailto:publicrecords@la.gov).

**STEP 2:** **SUBMIT** completed form by mail or in-person to Custodian of Records, Office of Management and Finance, Department of Environmental Quality, P.O. Box 4303, Baton Rouge, LA 70821-4303. You can also fax this form to (225) 219-3175. **DO NOT ATTACH PAYMENT WITH THIS FORM. DO NOT E-MAIL THIS FORM.**

**STEP 3:** **WAIT** to receive a notice of cost. After receiving notice, you may pay for and pick up your copies at DEQ, or you may mail your payment. DEQ will mail copies after payment is received. If DEQ has not received your payment within 10 working days after sending your notice of cost, you may need to complete a new request.

**Requestor Information**  
Please Type or Print

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

**Payment Method & Authorization**

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

Duplication Fees

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

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

**Requestor Information**  
Please Type or Print

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

- Segregate records for me to review in person. I will be notified 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 by e-mail, mail, phone or fax. 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 e-mail, 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.

**DO NOT WRITE IN THIS BOX.**  
**RESERVED BY CUSTODIAN OF RECORDS.**

Copies/CDs made: \_\_\_\_\_ | Amt. received \_\_\_\_\_ | Data proc. hours: \_\_\_\_\_ | Date closed: \_\_\_\_\_