DEPARTMENT of EDUCATION
Louisiana Believes

PUBLIC RECORDS REQUEST FORM

Louisiana Revised Statute 44.1

STEP 1: **PROVIDE** all information below, please print or type. Be sure to date and sign request.

STEP 2: **SUBMIT** completed form to: Custodian of Records via U.S. Mail or via email at the addresses provided below. Do not send payment at this time.

STEP 3: **PAY FEE** if applicable. Wait to receive a notice of estimated cost. Once you have received notice, send payment (check or money order ONLY). Copies will be mailed upon receipt of payment, or copies can be picked up with payment. If 10 (ten) working days pass after notice is sent and payment is not received, it will be necessary to initiate a new request.

REQUESTOR'S INFORMATION

Name		**Date**
Organization/Company		
Mailing Address		
City	**State**	**ZIP**
Contact Telephone Number	**Email Address**	

REQUESTED DOCUMENTS

(Please be as specific as possible; attach additional pages as necessary.)

I certify that I am of 18 years of age.

Requestor's Signature X	**Date**

A signature is not required if the request is submitted electronically.

Mail applications to:
Custodian of Public Records, Dr. Cade Brumley
Louisiana Department of Education
1201 North Third St.
Baton Rouge, Louisiana 70802

OR

Email to:
LDEPublicRecords@la.gov