

POINTE COUPEE PARISH SHERIFF'S OFFICE
POST OFFICE BOX 248 ★ NEW ROADS, LOUISIANA 70760

PUBLIC RECORDS REQUEST FORM

Step 1: Complete all information in the fields provided. Please type or print. If you have any questions, please call (225)638-5433 for assistance.

Step 2: Submit completed form by mail (P.O. Box 248, New Roads, LA 70760) or in person (128 Court Street, New Roads, LA 70760) to the Civil Division of the Pointe Coupee Parish Sheriff's Office. You may also fax this form to (225)638-5420. This form may be submitted via e-mail: PublicRecords@pcpso.org

Step 3: Once you receive an estimate of the cost from this office, you should either mail your payment to the mailing address listed above or pay when you pick up your copies. **DOCUMENTS WILL NOT BE COPIED UNTIL PAYMENT HAS BEEN RECEIVED.**

Date of Request: ____/____/____

Requestor Information:

Name: _____

Organization/Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

E-mail: _____

Requested Documents (please be as specific as possible; attach additional pages as necessary):

Delivery Information (check appropriate box):

- Segregate records for in-person review. To view records on a particular date, please list it here: ____/____/____. You will be notified when the records are ready for review.
- Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE by check or money order made payable to the Pointe Coupee Parish Sheriff's Office.
- Make copies and mail them to me at the above listed address. Cost of copies shall be paid IN ADVANCE by check or money order made payable to the Pointe Coupee Parish Sheriff's Office.
- Fax copies to me. Costs shall be paid for in advance by check or money order made payable to the Pointe Coupee Parish Sheriff's Office. Only requests of 20 pages or less can be faxed.

Payment Method: Check or Money Order payable to the Pointe Coupee Parish Sheriff's Office. **DO NOT SEND PAYMENT WITH THIS REQUEST.**

FEE SCHEDULE FOR COPIES:

- \$1.00 per page copied or scanned for electronic storage media
- \$10.00 per CD copied
- \$5.00 per certification
- *\$10.00 Incident/Accident Report

NOTE: For security reasons, transmission of Public Records via email will not be an option.