



## Louisiana Department of Transportation and Development PUBLIC RECORDS REQUEST FORM

<http://www.dotd.la.gov>

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

- STEP 1:** **COMPLETE** all information in the fields provided. **Please TYPE or PRINT.** If you have questions, please call the Customer Information Line, toll-free at (866) 590-0065 or locally at (225) 379-2525. You may also, e-mail any questions to [dotdpublicrecords@la.gov](mailto:dotdpublicrecords@la.gov)
- STEP 2:** **SUBMIT** completed form to Custodian of Records, 3<sup>rd</sup> Floor, DOTD, P.O. BOX 94245, Baton Rouge, LA 70804-9245. **DO NOT ATTACH PAYMENT WITH THIS FORM. DO NOT E-MAIL OR FAX THIS FORM, IT MUST BE MAILED.**
- STEP 3:** **WAIT** to receive a notice of estimated cost. Once received, send payment. 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 Information Please Type or Print

First \_\_\_\_\_ | Last \_\_\_\_\_ | Middle \_\_\_\_\_

Organization/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ /State \_\_\_\_\_ /Zip \_\_\_\_\_

Telephone ( ) - \_\_\_\_\_ , Fax ( ) - \_\_\_\_\_

Email Address: \_\_\_\_\_

### Payment Method & Authorization

#### CHECK OR MONEY ORDER ONLY.

##### Duplication Fees

Regular rate: \$0.25 per page  
( 8½X11 & 8½X14)

Spec Sheets: \$0.50 per page (11X17)

Plan sheets: \$1.10 per page (24X36)

CDs or Disks: \$5 per disk + \$25 per hour  
data processing fee

\*Research may require additional fees

### Requestor Information (Please Type or Print)

To expedite your request, be as specific as possible. Attach additional pages to the form as necessary. Include street address of the facility, the document dates, and other details about the type of record of interest to you. If you are requesting construction records, please include the state project number if it is known.

### Delivery Information (Check Appropriate Box)

- Segregate records for in-person review. To view the 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 upon arrival by check or money order made payable to the Department of Transportation & Development.
- Make copies and mail them to me. Cost of copies and postage shall be paid in advance by check or money order payable to Department of Transportation & Development
- \* Due to the large volume of some state projects records, it may be necessary for the custodian to take additional time to accumulate the info from all sections. In this case, it is required that the requesting party view the records to be duplicated.