



# 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, at (225) 242-4620.

**STEP 2:** **SUBMIT** completed form by either U.S. First Class Mail to DOTD Custodian of Records, HQ – EW 3<sup>rd</sup> Floor, P.O. BOX 94245, Baton Rouge, LA 70804-9245, by fax to (225) 242-4690 or by emailing your request to: [dotdpublicrecords@la.gov](mailto:dotdpublicrecords@la.gov).

**Note:** If submitting electronically via Submit Form button, use Internet Explorer browser. If using Chrome or Edge, you will need to download the document and open it in your copy of Acrobat or Reader to send.

Should your request necessitate the payment of any costs, you will be contacted with an estimate.

NAME: \_\_\_\_\_

COMPANY/FIRM: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO.: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

ROUTE/HWY (No street names): \_\_\_\_\_

PROJECT- LEGACY- R/O/W NO.: \_\_\_\_\_

DOTD CONTACT NAME: \_\_\_\_\_

**Requestor Information (Please Type or Print):** To expedite your request, be as specific as possible. Attach additional pages to the form as necessary after clicking the "Submit Form" button. An email will automatically generate. You may then attach your documents to that email. Send the email to [dotdpublicrecords@la.gov](mailto:dotdpublicrecords@la.gov). Include street address of the facility, the document dates, and other details about the type of record of interest to you. Official R/O/W maps are located at the Parish District Court. **\*\* Due to the large volume of some state project 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 requestor review the records to be duplicated.**

I certify that I am 18 years of age.

REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_