



*St. Bernard Parish Government*

*8201 West Judge Perez Drive*

*Chalmette, La. 70043*

278-4300 278-4330 (fax)

**REQUEST FOR RECEIVING AND/OR VIEWING PUBLIC RECORDS**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Street**

**City/State**

**Zip Code**

**Records Requested:**

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**I agree to pay up to \$\_\_\_\_\_ for the information requested.**

**I will pick-up documents:** \_\_\_\_\_

**I prefer documents to be mailed:** \_\_\_\_\_ **(Additional charges apply)**

**FOR OFFICE USE ONLY:**

**Date request received by St. Bernard Parish Government:** \_\_\_\_\_

**Date records received by Requester:** \_\_\_\_\_ **Cost: \$** \_\_\_\_\_

**Payment Method:** **Check:** \_\_\_\_\_ **Money Order:** \_\_\_\_\_ **(Cash is NOT accepted)**

**NOTE:**

**The cost for copies of records is \$.25 per electronic page or \$.50 per black & white copy; \$45 per hour for electronic searches plus the cost of the copies. (Additional cost may apply.)**