



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: _____

Records Requested:

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.)