



ST. BERNARD PARISH GOVERNMENT

8201 West Judge Perez Drive
Chalmette, LA 70043
Phone: 504-278-4300
FAX: 504-278-4330

PUBLIC RECORDS REQUEST FORM

Name	Date	
Phone Number	Email Address	
Street	City/State	Zip Code
Records Requested: Please describe the records you are requesting.		
I agree to pay this amount for the information requested: \$		
How would you like to receive the documents? Pick-Up - Email - Postal Service (Additional Charges May Apply)		

NOTE:

The cost for copies of records:

\$0.25 per electronic page

\$0.50 per black and white copy

\$45 per hour for electronic searches plus the cost of the copies. (Additional Cost May Apply)

CASH is NOT accepted.

-----FOR OFFICE USE ONLY-----

Date Received	Date Completed	Cost: \$	Payment Method:	
			Check	Money Order