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) 242-4609.

STEP 2: SUBMIT completed form by either U.S. First Class Mail to DOTD Custodian of Records, HQ – EW 3rd Floor, P.O. BOX 94245, Baton Rouge, LA 70804-9245, by fax to (225) 242-4690 or by emailing your request to: dotdpubrecords@la.gov. DO NOT ATTACH PAYMENT WITH THIS FORM.

STEP 3: WAIT to receive a notice of estimated costs. Once received, send payment (Check or money order ONLY). 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.

NAME: __________________________________________________________

COMPANY/FIRM: __________________________________________________

MAILING ADDRESS: _______________________________________________

CITY: _____________________________ STATE: ________ ZIP: ___________

TELEPHONE NO.: (_____) _____ - _______      FX.: (_____) _____ - _______

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. 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.