

# SULPHUR POLICE DEPARTMENT

## PUBLIC RECORDS REQUEST FORM

**Step 1:** COMPLETE all information in the fields provided. Please type or print. If you have questions, please call 337-527-4555 for assistance.

**Step 2:** SUBMIT completed form by mail, email or in-person to the Records Division, 500 B N. Huntington Street, Sulphur, La 70663. You may also fax this form to 337-527-0406.

**Step 3:** **WAIT to receive a notice of estimated cost.** Once received, send payment and copies will be mailed once payment is received, or pick up and pay for your copies. **COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY THE SPD.**

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requestor Information:

Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Documents (please be as specific as possible; attach additional pages as necessary):

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Delivery Information (check appropriate box):

- Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE by cash or money order payable to *Sulphur Police Department*.
- Make copies and mail them to me at the above-listed address. Cost of copies shall be paid IN ADVANCE by cash or money order payable to *Sulphur Police Department*.
- Fax copies to me. Costs shall be paid for IN ADVANCE by cash or money order payable to *Sulphur Police Department*. Only requests of 20 pages or less are eligible for faxing.

Duplication Fees (Cash or money order only. DO NOT SEND PAYMENT WITH THIS FORM):

- \$5.00 minimum
- \$.25 per page over 10 pages
- \$1.00 per page for photos
- \$10.00 surcharge for every 100 pages copied
- \$1.00 per page sent via facsimile (only for request of 20 pages or less)
- \$25.00 per CD copied
- \$25.00 per USB/Thumb Drive