



Louisiana Professional Engineering and Land Surveying Board

PUBLIC RECORDS REQUEST FORM

Step 1: COMPLETE all information in the fields provided. **Forms must be typed.** If you have questions, please contact the Compliance Division at (225) 925-6291.

Step 2: SUBMIT the completed form via email to LAPELS at comments@lapels.com, or by US Mail/in person at 8550 United Plaza Boulevard, Suite 903, Baton Rouge, LA 70809.

Date of Request: _____

Requested Documents (Please be as specific as possible and attach additional pages as necessary.):

Requestor Information:

Name: _____

Company: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

Telephone: _____ Fax: _____

Signature: _____

Fees:

- \$0.25 per page duplication fee
- \$10.00 Notary Fee

DO NOT SEND PAYMENT WITH THIS FORM

The Board will notify you of the costs associated with your request. You will then submit a check or money order payable to LAPELS.

Delivery Method :

FOR OFFICE USE ONLY:

SUBJECT OF REQUEST: _____

NUMBER OF PAGES MAILED: _____

DIVISION: _____

PAYOR: _____

EMPLOYEE: _____

DATE PAYMENT RECEIVED: _____

CHECK #: _____

CHECK AMOUNT: _____