



CITY OF ST. GEORGE
MUNICIPAL SERVICES

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Public Records Request Form

(Per LA R.S. 44:32)

13646 Perkins Rd. Baton Rouge, LA 70810

Phone: 225.228.3200

stgeorgela.gov

Please TYPE or PRINT all information in the fields below. Submit completed form in person or email to **MunicipalSvcs@stgeorgela.gov**. Once the records are ready to receive/review, you will be notified. All fees must be paid before the release of records.

Requestor Information

LAST NAME		FIRST NAME	
ORGANIZATION / COMPANY			
STREET ADDRESS			
CITY	STATE	ZIP	TELEPHONE #
EMAIL			
DESCRIPTION OF RECORDS REQUEST <i>To expedite request, please be as specific as possible. You may attach additional pages to this form if necessary.</i>			

ITEM	FEE	ITEM	FEE
Copy up to 8.5" x 14" one-sided	\$1.00 per page	Electronically transmitted	\$.50 per page
Copy up to 8.5" x 14" two-sided	\$2.00 per page	Fax	\$1.00 per page
Copy larger than 8.5" x 14" one-sided	\$5.00 per page	CD	\$5.00 plus \$0.50 per page
Copy larger than 8.5" x 14" two-sided	\$10.00 per page	Flash Drive	\$15.00 plus \$0.50 per page
Color copies up to 8.5" x 14" one-sided	\$2.00 per page	Videotape/Audiotape	Cost of tape
Computer Generated Report/Map	\$5.00 plus \$25.00 per hr.	Certification of Records	\$20.00 each

Please check one of the following delivery options:

- Make Records available for viewing only, during regular business hours (There is no cost to view records.)
- Make copies for pick-up.
- Mail to requestor. Must provide a self-addressed stamped envelope.
- Fax copies to requestor (20 pages or less only.)

_____ Signature of Requestor	_____ Signature of Receiver	_____ Signature of Processor
_____ Time of Request		_____ Date Processed
_____ Date of Request	Services proudly provided by the Institute for Building Technology and Safety	_____ Time of Delivery