



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 to LAPELS by fax to (225) 925-6227 or by US Mail/in person at 9643 Brookline Avenue, Suite 121, 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: _____