

ST. TAMMANY PARISH GOVERNMENT
PUBLIC RECORDS REQUEST FORM

Date: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-Mail: _____

Description of records requested – Be as specific as possible. Please use the space provided below. You may attach additional pages to this form if necessary.

Department that you believe may have the records requested:

- | | |
|-------------------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Development | <input type="checkbox"/> Code Enforcement |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Permits |
| <input type="checkbox"/> Animal Services | <input type="checkbox"/> Environmental |
| <input type="checkbox"/> Other (Please specify) _____ | |
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Delivery Information:

- View Records at the Legal Department. The requestor will be notified when the records are available for review. There is no cost to view the records during regular business hours.
- Receive copies by mail. A letter stating the cost for copies will be provided to the requestor, which must be paid before delivery.
- Pick up copies. A letter stating the cost of copies will be provided to the requestor, which must be paid before pick up.

Please submit all public records requests by using one of following:

Fax: (985)-867-5124
Email: pr@stpgov.org
Mail: P.O. Box 628
Covington, LA 70434