



West Baton Rouge Parish Public Records Request Form

Date of Request: _____

Time: _____

Accept this as my written request for the following public records:

The fee schedule for reproduction of public records is as follows:

- \$1.00 per page for pages 1-25
- \$0.50 per page for pages 26-500
- \$0.25 per page for pages 501+

An initial deposit of 75% of estimated cost (provided by WBR Parish) must be provided to initiate records pulling

Records will be released once the remaining balance of payment (provided by WBR Parish) is remitted to the parish.

Signature: _____

Print Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

Note: Once the records request is received by WBR Parish you will receive an email from the records custodian to discuss estimated costs, payment, and delivery timeline.