

LOUISIANA PUBLIC SERVICE COMMISSION

PUBLIC RECORDS REQUEST FORM

Step 1: COMPLETE all information in the fields provided. Please type or print. If you have questions, please call (225) 342-4999 or (800) 256-2397 for assistance.

Step 2: SUBMIT completed form by mail or in-person to Brandon Frey, the Executive Secretary and Custodian of Records, LPSC, 602 N. Fifth St. 12th Floor, P.O. Box 91154, Baton Rouge, Louisiana 70821. You may also fax this form to (225) 342-4087. THIS FORM MAY NOT BE SUBMITTED VIA EMAIL.

Step 3: WAIT to receive a notice of estimated cost. Once received, send payment and copies will be mailed once payment is received, or pick up and pay for your copies. COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY THE LPSC.

Date of Request: ____/____/____

Requestor Information:

Name: _____

Organization/Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Requested Documents (please be as specific as possible; attach additional pages as necessary):

Delivery Information (check appropriate box):

- Segregate records for in-person review. To view records on a particular date, please list it here: ____/____/____. You will be notified when the records are ready for review.
- Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE by check or money order made payable to *Louisiana Public Service Commission*.
- Make copies and mail them to me at the above-listed address. Cost of copies shall be paid IN ADVANCE by check or money order payable to *Louisiana Public Service Commission*.
- Fax copies to me. Costs shall be paid for in advance by check or money order payable to *Louisiana Public Service Commission*. Only requests of 20 pages or less are eligible for faxing.

Duplication Fees (Check or money order only. DO NOT SEND PAYMENT WITH THIS FORM):

- \$0.25 per page
- \$10.00 surcharge for every 100 pages copied
- \$1.00 per page sent via facsimile (only for requests of 20 pages or less)
- \$5.00 per tape for transcription recordings
- \$10.00 per CD copied
- \$5.00 per certification