

BEAUREGARD PARISH ASSESSOR'S OFFICE

PUBLIC RECORDS REQUEST FORM

ALL REQUESTS WILL BE HONORED IN COMPLIANCE WITH THE LOUISIANA PUBLIC RECORDS LAW

Step 1: Complete all information in the fields provided. Please type or print. If you have any questions, please call (337) 463-8945 for assistance. It is suggested that use of this form may assist the Agency in timely compliance with the Public Records law, but a written request that clearly identifies the documents requested which is otherwise in compliance with the Public Records law may be acceptable.

Step 2: Submit completed form by mail or in-person to the Beauregard Parish Assessor's Office, P.O. Box 477, DeRidder, LA 70634. You may also fax this form to (337) 463-8980. This form can be submitted via e-mail to rfarris@bpassessor.com. In person requests will be honored if the requested documents are not in use by the agency.

Date of Request: _____

Requester Information:

Name: _____

Organization/Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Requested Documents:

- Shapefile *(cost \$2,500.00)*
- Tax Roll CD for Year _____ *(cost \$650.00)*
- Other: _____

Delivery Information (check appropriate box):

- Pick up in person
- E-mail to _____
- Mail to _____

Payment Method: Cash, Check or Money Order payable to Beauregard Parish Assessor's Office