



Vernon Parish Police Jury Public Records Request Form

- Step 1 **COMPLETE** all information below, please print. Be sure to date and sign request.
- Step 2 **SUBMIT** completed form:
USPS: Custodian of Records, Vernon Parish Police Jury, PO Box 1548, Leesville, LA 71496
FedEx/UPS/In Person: Custodian of Records, Vernon Parish Police Jury, 300 S. 3rd Street, Leesville, LA 71446
Email: publicrecords@vpjla.com
- Step 3 **PAY FEE** (see next page) if applicable. **Wait to receive a notice of estimated cost.** Once you have received notice, send payment (check, money order, or credit card (fees apply)). Payment must be received within 10 business days after notice of estimated cost is forwarded or it may be necessary to initiate a new request.
RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.

Last Name: _____ First Name: _____

Name of Organization/Company: _____

Mailing Address: _____

City _____ State _____ Zip Code _____

Telephone Number _____ Fax Number: _____

Email Address: _____

Nature of Request:

Please be as specific as possible in defining the records you wish to see. If you do not know the specific name of the records you desire, indicate by a general written description of the type and content of information you wish to locate. Where possible, indicate dates, topic, and person(s) reference. Attach additional pages if necessary.

Delivery Option: (select one)

☐	Make copies available for pick up by requester. The requester will be invoiced and must pay for the copies before the copies are released.
☐	Make copies and mail to requester. The requester will be invoiced and must pay for the copies before the copies are released.
☐	Make copies and fax to requester. The requester may be invoiced and, if so, the requester must pay for the copies before the copies are released. NOTE: VPPJ is unable to fax high-volume requests.

Submission of this request certifies that requester understands and accepts obligation to pay applicable fees for copies of records requested and that no copies may be returned for credit.

Signature: _____ Date: _____



Vernon Parish Police Jury Public Records Request Fee Schedule

In accordance with the provisions of La. R.S. 44:32, which permits the collection of reasonable fees for copies provided pursuant to requests for public records, including the transmission of electronic copies of public records, the Vernon Parish Police Jury has adopted the following fee schedule.

Paper or Electronic Copies:

For paper or electronic copies, requestors will be charged at a rate of \$1.00 per page for the first 10 pages and then .50 cents per page thereafter.

Flash Drives:

For productions too voluminous to be sent out over the server such that they must be placed on a flash drive, the cost is \$35.00 per flash drive.

Requests for Email Communications:

When a request for emails is processed, each email produced will be treated as a single copy.

When submitting such requests, please provide 1.) terms; 2.) date parameters; 3) whose accounts you want searched. If, after submitting such a request, you are contacted for clarification of your request, please plan to work together with the Custodian of Records to craft a workable, targeted search.

Audio Files:

Audio files furnished via link or upload cost \$30.00 per file.

Affidavits:

For affidavits verifying the authenticity of documents produced, the cost is \$35.00 per affidavit.