



St. James Parish Government Public Records Request Form

1. Please type or print information in the areas provided. 2. Submit completed forms in person or by mail at the address found below. 3. Payment should accompany public records request for faster processing time.		Date sent:																												
		Date completed:																												
Requestor Information																														
Last Name	First Name																													
Organization/Company																														
Mailing Address																														
City	State	Zip Code																												
Email	Telephone																													
Requestor's signature																														
Fees will apply in accordance with ordinance 15-02 Copies or Computer generated documents listed below: <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Black & White 8 1/2 X 11</td> <td style="text-align: right; padding: 2px;">\$0.50</td> </tr> <tr> <td style="padding: 2px;">Black & White 8 1/2 X 14</td> <td style="text-align: right; padding: 2px;">\$0.60</td> </tr> <tr> <td style="padding: 2px;">Black & White 11 X 17</td> <td style="text-align: right; padding: 2px;">\$0.75</td> </tr> <tr> <td style="padding: 2px;">Color 8 1/2 X 11</td> <td style="text-align: right; padding: 2px;">\$0.55</td> </tr> <tr> <td style="padding: 2px;">Color 8 1/2 X 14</td> <td style="text-align: right; padding: 2px;">\$0.65</td> </tr> <tr> <td style="padding: 2px;">Color 11 X 17</td> <td style="text-align: right; padding: 2px;">\$0.80</td> </tr> <tr> <td style="padding: 2px;">Black & White Map</td> <td style="text-align: right; padding: 2px;">\$10.00</td> </tr> <tr> <td style="padding: 2px;">Color Map</td> <td style="text-align: right; padding: 2px;">\$15.00</td> </tr> <tr> <td style="padding: 2px;">Aerial Map</td> <td style="text-align: right; padding: 2px;">\$30.00</td> </tr> <tr> <td style="padding: 2px;">Electronic Media (Audio/ Video files)</td> <td style="text-align: right; padding: 2px;">\$10.00</td> </tr> <tr> <td style="padding: 2px;">Digital pictures</td> <td style="text-align: right; padding: 2px;">\$2.00</td> </tr> <tr> <td style="padding: 2px;">Codes of ordinances</td> <td style="text-align: right; padding: 2px;">\$75.00</td> </tr> <tr> <td style="padding: 2px;">Public Records Request Processing fee under 100 pages</td> <td style="text-align: right; padding: 2px;">\$3.00</td> </tr> <tr> <td style="padding: 2px;">Public Records Request Processing fee over 100 pages</td> <td style="text-align: right; padding: 2px;">\$5.00</td> </tr> </table>		Black & White 8 1/2 X 11	\$0.50	Black & White 8 1/2 X 14	\$0.60	Black & White 11 X 17	\$0.75	Color 8 1/2 X 11	\$0.55	Color 8 1/2 X 14	\$0.65	Color 11 X 17	\$0.80	Black & White Map	\$10.00	Color Map	\$15.00	Aerial Map	\$30.00	Electronic Media (Audio/ Video files)	\$10.00	Digital pictures	\$2.00	Codes of ordinances	\$75.00	Public Records Request Processing fee under 100 pages	\$3.00	Public Records Request Processing fee over 100 pages	\$5.00	Payment Information: Acceptable payments must be in the form of cash, check, or money order. Requestor is responsible for all non-sufficient fees on returned checks and associated bank fees. Send questions, payments, & requests to: St. James Parish Government P.O. Box 106 Convent, LA 70723 Publicinformation@stjamesla.com
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Please indicate the types of information needed below. To ensure accuracy, be as specific as possible.																														
<u>Do Not Write in Box Below. Area Reserved By Custodian Of Records</u>																														
Date Completed	Amt. Calculated	Amt. Received																												
		Copies/CDs Made																												