ST. TAMMANY PARISH GOVERNMENT
PUBLIC RECORDS REQUEST FORM

Date: ______________________

Name: __________________________________________

Mailing Address: ____________________________________________________________

City:____________________________ State:_______ Zip: _________________

Telephone:_______________________ Fax: __________________

E-Mail: ________________________________________________

Description of records requested – Be as specific as possible. Please use the space provided below. You may attach additional pages to this form if necessary.

Department(s)/area(s) that you believe may have the records:

- [ ] Animal Services
- [ ] Development-Engineering
- [ ] Development-Permits
- [ ] Development-Planning
- [ ] Facilities Management
- [ ] Finance
- [ ] Other (Please specify) __________________________________________

Response Options:

- [ ] View records: The requestor will be notified when the records are available for review. There is no cost to view the records during regular business hours.

- [ ] Obtain a copy: A letter providing reproduction options (physical or electronic) and costs will be provided to the requestor once the documents have been collected, reviewed, redacted (if necessary), and page numbered.

Please submit all public records requests by using one of the following:

Email: prr@stpgov.org
Fax: (985) 867-5124
Mail: P.O. Box 628
    Covington, LA 70434