A picture containing logo

Description automatically generated

**Public Records Request Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.

Delivery Information:

* View Records at the Local Department. The requestor will be notified when the records are available for review. There is no cost to view the records during regular business hours.
* Receive copies by mail. A letter stating the cost for copies will be provided to the requestor, which must be paid before delivery.
* Pick up copies. A letter stating the cost of copies will be provided to the requestor, which must be paid before pick up.

Please submit all public records request by using one of the following:  
City of Scott Visit: 125 Lions Club Road Scott, LA 70583  
Attn: Shelley Gautreau, City Clerk Fax: 337-233-0240E-Mail: [sgautreau@cityofscott.org](mailto:sgautreau@cityofscott.org)   
P.O. BOX 517 E-Mail: [sgautreau@cityofscott.org](mailto:sgautreau@cityofscott.org)  
Scott, LA 70583 Website: [www.cityofscott.org](http://www.cityofscott.org)