



Bossier Sheriff's Office

PUBLIC RECORDS REQUEST FORM

- STEP 1: COMPLETE** all information in the field provided. Please TYPE or PRINT and be sure to date and sign the request.
- STEP 2: SUBMIT** completed form by either U.S. First Class Mail to Bossier Sheriff Office, Custodian of Records, PO Box 850, Benton Louisiana 71006, or via email to recordsrequest@bossiersheriff.com. DO NOT ATTACH PAYMENT TO THIS FORM.
- STEP 3: WAIT** to receive notice of estimated costs and **PAY FEE** if applicable. Once you have received notice, send payment (may be by check if a law firm or insurance company) cash, money order or credit card. Copies of the public records can be picked up with payment or mailed to you upon receipt of payment. If more than (10) working days pass after notice is sent and payment is not received, it will be necessary to initiate a new request.

REQUESTOR'S INFORMATION		
Name		Date
Organization/Company		
Mailing Address		
City	State	ZIP
Contact Telephone Number	Email Address	

REQUESTED DOCUMENTS OR RECORDS
(Please be specific as possible; attach additional pages if necessary)

☐ I certify that I am 18 years old or older

Requestor's Signature	Date
-----------------------	------