DeSoto Parish Sheriff's Office

JAYSON RICHARDSON
SHERIFF

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 DPSO Custodian of Records, 205 Franklin Street, Mansfield, Louisiana 71052, or via email to publicrecords@dpso.org.
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 (check or money order ONLY) to the address listed above. Copies of the public records can be picked up with payment or mailed to you upon receipt of payment. If more than ten (10) working days pass after noticed 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 of 18 years of age.**

Requestor's Signature	**Date**