

# BEAUREGARD PARISH ASSESSOR'S OFFICE

## PUBLIC RECORDS REQUEST FORM

ALL REQUESTS WILL BE HONORED IN COMPLIANCE WITH THE LOUISIANA PUBLIC RECORDS LAW

Step 1: Complete all information in the fields provided. Please type or print. If you have any questions, please call (337) 463-8945 for assistance. It is suggested that use of this form may assist the Agency in timely compliance with the Public Records law, but a written request that clearly identifies the documents requested which is otherwise in compliance with the Public Records law may be acceptable.

Step 2: Submit completed form by mail or in-person to the Beauregard Parish Assessor's Office, P.O. Box 477, DeRidder, LA 70634. You may also fax this form to (337) 463-8980. This form can be submitted via e-mail to [rfarris@bpassessor.com](mailto:rfarris@bpassessor.com). In person requests will be honored if the requested documents are not in use by the agency.

**Date of Request:** \_\_\_\_\_

**Requester Information:**

Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Requested Documents:**

- Shapefile (cost \$2,500.00)
- Tax Roll CD for Year \_\_\_\_\_ (cost \$650.00)
- Other: \_\_\_\_\_

**Delivery Information** (check appropriate box):

- Pick up in person
- E-mail to \_\_\_\_\_
- Mail to \_\_\_\_\_

**Payment Method:** Cash, Check or Money Order payable to Beauregard Parish Assessor's Office