

LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS

Public Records Request Form

Pursuant to LA Const. Art. XII, §3 and La. R.S. 44:1 - 44:41, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for the denial will be provided. LSBPSE is authorized to charge fees for providing copies of records pursuant to La. R.S. 44:32. For additional information about the Public Records Law, please visit <https://www.legis.la.gov/legis/Law.aspx?d=99632>.

Name

Date

Mailing Address

City

State

Zip

Email

Phone

Description of records requested and the time frame you are looking for records from. *Be as specific as possible.*

Failure to provide specific information can cause a delay and we may contact you to clarify. Being as specific as possible helps us quickly and correctly fulfill your request.

You may attach additional pages, if necessary.

How do you want your records delivered?

☐ View the records at LSBPSE office. You will be notified when the records are available for review. There is no cost to view records during regular business hours.

☐ Receive copies by mail. An invoice, which must be paid before delivery, for the cost of copies and postage will be provided.

☐ Pick up copies. An invoice, which must be paid before delivery, for the cost of copies will be provided.

☐ Receive copies by email. There is no cost for emailed copies.

Please print, fill out, and send this form to either info@lsbpse.com or LA State Board of Private Security Examiners, Attn: Public Records, 15703 Old Hammond Hwy., Baton Rouge, LA 70816.
