

The City of Gonzales has received an email or other correspondence from you requesting public records. The City of Gonzales will notify all requestors, within three days (exclusive of Saturdays, Sundays, and legal public holidays) of the status of their request. The requestor will be notified of the applicable fees due. In order to process your request, we ask that you complete this form and return to us.

LAST NAME _____ FIRST NAME _____

NAME OF COMPANY/ORGANIZATION _____

MAILING ADDRESS _____

CITY _____ STATE ____ ZIP _____

TELEPHONE (____) _____ FAX (____) _____

EMAIL _____

SIGNATURE _____ DATE _____

Description of Records Requested:

(Please be as specific as possible in order to expedite your request. You may attach additional pages to this form as necessary.)

Submission of request and requestor's signature is regarded as certification that requestor understands and accepts obligation to pay applicable fees for copies of records requested. No copies may be returned for credit and fees are nonrefundable. Requestor certifies they are not a convicted felon and are of the age of majority.

Once you have received a notice of estimated cost, submit fees PAYABLE TO THE CITY OF GONZALES AND A COPY OF THE INVOICE to: Chief Administrative Officer/City Clerk, Public Records, City of Gonzales Administration, 120 South Irma Boulevard, Gonzales, Louisiana, 70737. If payment is not received within 10 working days after notice of estimated cost is forwarded, it may be necessary to initiate a new request. CHECK OR MONEY ORDER ONLY. RECORDS ARE NOT RELEASED BEFORE FEES ARE PAID.

If you have any questions, please refer all inquiries to the Chief Administrative Officer/City Clerk. (225) 647-2841 or scot@gonzalesla.com.