

**IBERIA PARISH COMMUNICATIONS DISTRICT
PUBLIC RECORDS REQUEST FORM**

Step 1: Complete all information in the fields provided. Please print or type. If you have Questions, please call 337-369-4427 (M-F) 9a.m. – 4p.m., excluding holidays.

Step 2: Submit completed form by mail or in person to the Custodian of Records, Iberia Parish Communications District, 300 Iberia St., Suite B-130, New Iberia, LA., 70560. You may also fax this form to 337-369-9956. This form may not be submitted by e-mail.

Step 3: Once you make payment, copies will be mailed or you can pick your copies at the Address shown in Step 2 above.

Date of Request: _____

Name: _____

Organization/Company: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email: _____

Request Documents: Please be as specific as possible: attach additional pages as needed:

Date of Incident: _____ Approximate Time: _____

Location of Incident: _____

Telephone Number where call originated: _____

Specific information or documents requested i.e. Computer Aided Dispatch (CAD) Report, initial complaint, voice recording, etc.: _____

Delivery of information (check appropriate box):

Make copies for me to pick up in person.

Make copies and mail them to me at the above listed address.

Fax copies to me.

Cost of copies shall be paid in advance by check or money order made payable to Iberia Parish Communications District.

Research and duplication fee: \$20.00 per request.

Approved:

E-911 Center Supervisor: _____

Approved:

E-911 Director: _____