



**IBERIA PARISH COMMUNICATIONS DISTRICT  
1111 Ember Dr., New Iberia, LA 70560**

**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) 9:00a.m. – 4:00 p.m. excluding holidays.
- Step 2 Submit completed form by mail or in person to the Custodian of Records, Iberia Parish Communications District, 1111 Ember Dr., New Iberia, LA 70560.
- Step 3 Once you make payment, copies will be mailed or picked up at the address shown in Step 2.

Date of Request: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organization/Company \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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Date of Incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Telephone Number where call originated: \_\_\_\_\_  
Specific Information or documents requested i.e. Computer Aided Dispatch (CAD)

Delivery of Information (check Appropriate Box)  
\_\_\_\_\_ Make copies to pick up in person.  
\_\_\_\_\_ Make copies and mail at the above listed address.

**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: \_\_\_\_\_ DATE \_\_\_\_\_