



*Louisiana*  
Office of the Governor  
Auctioneers Licensing Board

11736 Newcastle Avenue, Bldg. 2, Suite C  
Baton Rouge, LA 70816

Telephone 225.295.8420 Fax 225.372.8584  
Website: [www.lalb.org](http://www.lalb.org) Email: admin@lalb.org

## PUBLIC RECORDS REQUEST FORM

**PRINT & COMPLETE** all information. Be sure to date and sign request.

**SUBMIT** completed form via mail to: Custodian of Records, Louisiana Auctioneers Licensing Board, 11736 Newcastle Avenue, Bldg. 2, Suite C, Baton Rouge, LA 70816.

**DO NOT ATTACH PAYMENT TO THIS FORM.** Wait to receive a notice of estimated cost.

**PAY FEE** ( if applicable) Once you have received a notice of estimated cost, submit fees payable to the Louisiana Auctioneers Licensing Board. Only checks or money orders are accepted.

### Requestor's Information

Last Name	First Name	Name of Organization or Company
Mailing Address	City/State/Zip	
Phone number	Email address	

**Description of Record Requested-** please use a new form for *each* requested item.

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*Signature*

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*Date*