



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.lalab.org Email: admin@lalab.org

PUBLIC RECORDS REQUEST FORM

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

SUBMIT completed form via certified 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.

Signature

Date