State of Louisiana
Office of The Governor
Auctioneers Licensing Board

11736 Newcastle Avenue, Bldg, 2, Suite C
Baton Rouge, LA 70816
Telephone: 225.295.8420
Website: www.lalb.org
Email: admin@lalb.org

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PUBLIC RECORDS REQUEST FORM

1. COMPLETE THE FORM

Print and complete all information. Be sure to date and sign the request.

2. SUBMIT THE REQUEST

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

3. WAIT FOR COST NOTICE

Do not attach payment to this form. Wait to receive a notice of estimated cost. If a fee applies, submit payment payable to the Louisiana Auctioneers Licensing Board. Fees are set by the LA Division of Administration

REQUESTOR 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 separate form for each requested item. Provide enough detail to help identify the record(s) you are requesting.

SIGNATURE AND DATE

Signature	Date