



**LOUISIANA  
MOTOR VEHICLE  
COMMISSION**

**Louisiana Motor Vehicle  
Commission  
Public Records Request**

*Louisiana Revised Statute 44.1*

**MAIL APPLICATIONS TO:  
Louisiana Motor Vehicle Commission  
Attention: Custodian of Records  
3017 Kingman Street  
Metairie, LA 70006**

This request may be emailed to:  
LMVC.PublicRecordsRequest@lmvc.la.gov

**PLEASE PRINT OR TYPE.**

**Requestor's Information**

Applicant Name		Date of request (mm/dd/yyyy)	
Organization Name			
Mailing Address			
City	State	Zip Code	
Contact Telephone Number	Fax Number		
Email Address			

**BY SUBMISSION OF THE PUBLIC RECORDS REQUEST, REQUESTOR AFFIRMS THAT HE/SHE IS EIGHTEEN (18) YEARS OF AGE OR OLDER.**

**Requested Documents**  
(Please be as specific as possible. Attach additional pages as necessary.)

**Authorization**

Name	Title
Signature	Date (mm/dd/yyyy)

## INSTRUCTIONS

1. Complete all information in the fields provided. If you have any questions, please call (504) 838-5207 for assistance.
2. The completed form may be submitted by mail, courier, or in person to the Custodian of Records, Louisiana Motor Vehicle Commission, 3017 Kingman Street, Metairie, LA 70006. Completed requests may also be faxed to (504) 838-5416 or emailed to [LMVC.PublicRecordsRequest@lmvc.la.gov](mailto:LMVC.PublicRecordsRequest@lmvc.la.gov).
3. Once the request is received by the Louisiana Motor Vehicle Commission, it will be reviewed to determine if the requested records can be disclosed. If the requested records are exempt from disclosure, the requestor will be notified by certified mail of the determination and the reasons for it.  
  
If the requested records can be disclosed, the requestor will receive a "Notice of Costs for Copies of Public Records" by email, mail, or fax.
4. Delivery Options (*Please choose one by circling*):
  - (a) Have the records separated for in-person review. To view records on a particular date, please list it here: \_\_\_\_\_. You will be notified when the records are ready for your review during regular office hours. There is no cost to view a public record. After the records have been reviewed, the requestor can ask that copies be made of selected records. The Louisiana Motor Vehicle Commission will prepare a Notice of Costs For Copies of Public Records. Once payment by check or money order (made payable to the Louisiana Motor Vehicle Commission) is received, copies of the selected records will be made.
  - (b) Have copies made of the records for personal pickup. The cost of copies must be paid **IN ADVANCE** by check or money order made payable to the Louisiana Motor Vehicle Commission. If payment is not received within ten business days after the Notice of Costs For Copies of Public Records is sent, the requestor must submit a new request.
  - (c) Have copies of the requested records mailed to the requestor. The cost of the copies must be paid **IN ADVANCE** by check or money order payable to the Louisiana Motor Vehicle Commission. If payment is not received within ten business days after the notice is sent, the requestor must submit a new request.

Costs due are payable upon receipt of the Notice of Costs for Copies of Public Records notice. If payment is not received within ten business days after the notice is sent, the requestor must submit a new public records request.

### Uniform Fee Schedule

The following Uniform Fee Schedule must be used when furnishing copies of public records requested by the public:

Uniform Fee Schedule		
Item	Regular Fee	Free or Reduced Fee
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy	\$0.05 per one-sided page \$0.10 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided page
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy	\$0.05 per one-sided paper copy \$0.10 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by the LMVC only)	\$15 per disk/CD/tape copied	\$5 per disk/CD/tape
Computer generated report that requires data processing time (disk/CD shall be provided by the LMVC only)	\$15 per disk/CD/tape copied	\$5 per hour plus \$5 per disk/CD copied
Copies printed or produced by outside sources at the request of the LMVC	Actual cost	Actual cost
Postage & Handling	Actual cost	Actual cost
Surcharge for every 100 pages copied	\$10	\$10
Certification of copy	\$5 per certification	\$5 per certification
Viewing records	No charge during regular office hours	No charge during regular office hours

Free or reduced copy fees may be available. Please see Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*