



Public Records Request

Public record requests must be made to the responsible government agency. For these purposes, the mayor is the custodian of the records. If your request involves information from the Zachary Police Department, your request must be made to the Police Chief at the Police Station. Please complete all information below. Be sure to date and sign request. **Request can be brought in person to City Hall or emailed to publicrecords@cityofzachary.org.**

Once we determine if there are documents responsive to your request, viewing and examination of records are free of charge at the location where the specific records are kept. You make your own copies with your own reproduction equipment as desired.

Fees for copies of documents are as follows:

- \$.50/page for electronic copies (for letter or legal size only) payable in advance,
- \$1.00/page for hard copies (of letter or legal size) payable in advance, and
- \$5.00/page for hard copies (large documents – >8 ½ x 14) payable in advance.

NAME _____ DOB _____ DATE _____

ORGANIZATION/COMPANY _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

REQUESTED DOCUMENTS (Please be as specific as possible)

REQUESTOR'S SIGNATURE _____ DATE _____