Public Records Request Form

Step 1. Complete the following information (please print), sign and date.

__________________________  ___________________________
Name                        Organization Name, if applicable

__________________________  ___________________________
Address                     City, State, Zip Code

_________________________
Phone number

Description of Public Records Requested:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Action Requested: (check appropriate box)
__ Have records segregated for in-person review at the WWD2 office on one of the following requested dates.______________________________

__ Have copies made and pick them up in person. (Cost of copies shall be paid in advance by check, or money order, or cash)

I hereby request that copies of the public records described above be made. I understand that I am responsible for the actual cost of the copies requested, and I agree to pay the cost of the copies (.25 per copy) made at my request.

__________________________  ___________________________
Signature                    Date

Step 2. Submit completed form to: Waterworks District 2, P.O. Box 97, Singer, LA. 70660 or Fax to 337-463-2509.

To be completed by Office Manager of Records

No. of copies__________________________  Cost of copies__________________________

Payment must be received in ADVANCE before making copies.