



# Louisiana State Board of Private Security Examiners

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Description of records requested---Be as specific as possible. Please use the space provide below. You may attach additional pages to this form as necessary:

## Section that you believe may have the records requested:

Licensure  Training & Education  Compliance  Investigations  Adjudication  Other  
(Please Specify): \_\_\_\_\_

## Delivery Information:

View Records at the Louisiana State Board of Private Security Examiners (LSBPSE). The requestor will be notified when the records are available for review. There is no cost to view records during regular business hours.

Receive copies by mail. An invoice for the cost of copies will be provided to the requestor, which must be paid before delivery. Pick up copies. An invoice for the cost of copies will be provided to the requestor, which must be paid before delivery. Please submit this form to: Louisiana State Board of Private Security Examiners, Attn: Fabian P. Blache III, Custodian of Records, 15703 Old Hammond Highway, Baton Rouge, Louisiana 70816.

Pursuant to La. Const. Art. XII, §3 and Title 44 of the Louisiana Revised Statutes, every person has the right to examine public records, except as otherwise provided by law. If your request is denied, specific reasons for the denial will be provided. We are authorized to charge fees for providing copies of records, pursuant to La. R.S. 44:32. For additional information about the Public Records Act, please visit the Louisiana State Office of the Attorney General website at [www.ag.state.la.us](http://www.ag.state.la.us).

15703 OLD HAMMOND HIGHWAY  
Baton Rouge, LA 70816  
225-272-2310 Main  
888-446-9436 Toll Free  
225-272-5816 Fax