

**PUBLIC RECORDS REQUEST**

Please complete this form to request records from the Louisiana State Board of Social Work Examiners. Please complete the information below and send to Kelly Sicard by email Kelly.sicard@labswe.org, by mail 18550 Highland Rd, Baton Rouge, LA 70809, or by fax at 225-756-3472.

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| **Requestor’s Name** |  |
| **License Number** |  |
| **Address** |  |
| **Contact Number** |  |
| **Fax Number** |  |
| **Email Address** |  |

**Records Requested**

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Payments can be made via credit card, debit card, or money order. Fee is $5.00 for the first 20 pages, then $0.25 per page after (plus postage if mailed). There is a $3.00 processing fee for credit/debit cards. Payment is required prior to your request being processed. You will be notified if your request cannot be processed within 3 business days.

**Payment Information**

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| --- | --- |
| Name on Card |  |
| Card Type (visa, mastercard, discover) |  |
| Card Number |  |
| Expiration Date |  |
| 3-digit Security Code |  |
| Zip Code associated with card |  |

OFFICE USE ONLY

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