

CADDO-BOSSIER PARISHES PORT COMMISSION

Regional Commerce Center
6000 Doug Attaway Boulevard
Shreveport, LA 71115
318-524-2272

Public Records Request Form

DATE SUBMITTED: _____

NAME OF REQUESTOR: _____

MAILING ADDRESS: _____

TELEPHONE: _____ E-mail _____

DESCRIPTION OF RECORDS REQUESTED – BE AS SPECIFIC AS POSSIBLE

Please use the space provided below.
You may attach additional pages to this form if necessary.

DELIVERY INFORMATION

- View Records at the Caddo-Bossier Parishes Port Commission.** The requestor will be notified when the records are available for review. There is no cost to view records during regular hours, 8:00 a.m. to 5:00 p.m.
- Receive copies by mail.** An invoice for the cost of copies and postage 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: **Caddo-Bossier Parishes Port Commission, 6000 Doug Attaway, Shreveport, LA 71115**

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.