



Louisiana Department of Environmental Quality
FREE OR REDUCED RATE COPY CERTIFICATION FORM

<http://www.deq.louisiana.gov/pubrecords>

DIRECTIONS: If you are eligible to receive free or reduced copy fees, **complete all** information requested below. **Please type or print legibly.**

Submit completed form by email to publicrecords@la.gov, and complete the online records request form at www.deq.louisiana.gov/prr. To submit by mail or fax, complete this form and the Public Records Request Form ([LDEQ Form ISD-0005-01](#)), and mail both forms to Custodian of Records, Office of Management and Finance, Department of Environmental Quality, P.O. Box 4303, Baton Rouge, LA 70821-4303; or fax to (225) 325-8110.

For assistance, call (866) 896-5337, (225) 219-3168, or e-mail publicrecords@la.gov.

Requestor Information

Please Type or Print

(Organization/Company- if applicable)

I, (Full name)

, of

Mailing address

City

State

Zip

Telephone () -

Fax () -

do hereby certify the following:

Certification for Reduced Copy Fees

Check Appropriate Box

- I am a citizen of the State of Louisiana who is indigent and lacks the means to pay \$0.25 per copy.
- The use of the copies requested will be limited to a public purpose (including, but not limited to use in a hearing before any government regulatory commission). I further certify that this information is not for personal or proprietary use. I understand that if, in the future, the Louisiana Department of Environmental Quality determines my use of the documents to be different than represented here, the Department reserves the right to recover cost for copying at the normal rate.

OR

Certification for Free Copies

Check Appropriate Box

- The copies requested are solely for use by the federal agency named above.
- The copies requested are solely for use by the Louisiana state government agency named above.
Please note that local, city, or parish governmental entities are not included.