



# City of Gonzales

## Police Department



415 EAST CORNERVIEW ● GONZALES, LOUISIANA 70737 ● PHONE (225) 647-7511 ● FAX (225) 647-9544

## PUBLIC RECORDS REQUEST

Once the Gonzales Police Department has received an email or other correspondence from you requesting public records along with this document, the Police Department will notify all requestors, within three (3) business days (exclusive of Saturdays, Sundays and legal public Holidays) of the status of your request. You will be notified of the applicable fees due at that time. In order to process your request, we ask that you complete this form in full and check all applicable boxes to ensure that your request is processed.

**LAST NAME:**

**FIRST NAME:**

**COMPANY NAME OR ORGANIZATION:**

**MAILING ADDRESS:**

**STATE:**

**ZIP:**

**TELEPHONE:**

**FAX:**

**EMAIL:**

**SIGNATURE:** \_\_\_\_\_

**DATE:**

**DESCRIPTION OF RECORDS REQUESTED (YOU MAY ATTACH ADDITIONAL PAGES OR A LETTER TO THIS FORM IF NECESSARY):**

**Submission of requestor's signature is regarded as certification that you understand:**

- I agree to pay any applicable fees assessed to obtain said public information.
- I understand that no copies may be returned for credit and fees are non-refundable.
- I am NOT a convicted felon.
- I am of the legal age of majority with my date of birth being: \_\_\_\_\_

Once you have receive an Invoice for the total amount of costs, please remit payment along with the invoice within ten (10) days in the form of a Money Order, cash IN PERSON ONLY or pay online at: <https://gonzalesla.municipalonlinepayments.com/gonzalesla/easypay>. Records will not be released until payment is received. Should you have further questions, please contact the Records Custodian, Terri Sonnier at 225-647-9595 OR by email at [tsonnier@gonzalespd.org](mailto:tsonnier@gonzalespd.org).