



Jeff Landry  
Governor

State of Louisiana  
Department of Health and Hospitals  
**Louisiana Physical Therapy Board**

Charlotte F. Martin, M.P.A.  
Executive Director

PUBLIC RECORDS REQUEST FORM

**Step 1:** COMPLETE all information in the fields provided. Please type only.

**Step 2:** SUBMIT completed form by email, mail or in-person to the Custodian of Records, LPTB, 214 Jefferson St, Ste 102, Lafayette, Louisiana 70501. You may also fax this form to (337) 262-1054 or email to [info@lptboard.org](mailto:info@lptboard.org).

**Step 3:** WAIT to receive a notice of estimated cost. Once received, send payment and copies will be mailed once payment is received, or pick up and pay for your copies. COPYING OF DOCUMENTS WILL NOT BEGIN UNTIL PAYMENT IS RECEIVED BY THE LPTB.

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requestor Information:

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

Organization/Company: \_\_\_\_\_

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

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

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

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

Requested Documents (please be as specific as possible; attach additional pages as necessary):

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Delivery Information (check appropriate box):

- ☐ Email records. There is no charge for electronic transmission of records.  
Make copies for me to pick up in person. Cost of copies shall be paid IN ADVANCE by check or money order made payable to *Louisiana Physical Therapy Board*.
- ☐ Make copies and mail them to me at the above-listed address. Cost of copies shall be paid IN ADVANCE by check or money order payable to *Louisiana Physical Therapy Board*.
- ☐ Fax copies to me. Costs shall be paid for in advance by check or money order payable to *Louisiana Physical Therapy Board*. Only requests of 20 pages or less are eligible for faxing.

Duplication Fees (Check or money order only. DO NOT SEND PAYMENT WITH THIS FORM):

- \$0.25 per page
- \$10.00 surcharge for every 100 pages copied
- \$1.00 per page sent via facsimile (only for requests of 20 pages or less)
- \$5.00 per tape for transcription recordings
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