



REPORT REQUEST FORM

LSU POLICE DEPARTMENT

The Records Department is open Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding holidays. To receive a copy of an available* report the following is required.

1. Request a copy by calling 225-578-2086.
2. Send an e-mail to tgriffin@lsu.edu
3. Fax @ 225-578-0536
4. Fill out a request form in the lobby of the DPS Building
5. Send a request by Campus or US Mail to:

LSU Police Department
Attention: Records
101 DPS Building
South Stadium Road
Baton Rouge, LA 70803-7912

- . List the name of the complainant filing the report, the date filed and the case number.
- . Copies can be picked up at the above address during business hours or mailed. Please furnish a telephone number for notification when you may pick up the report.
- . There is a minimum processing period of 7 – 10 business days on all requests.
- . The fee for Incident Reports is \$5.00 and Traffic Crash Reports are \$10.00.
- . Cash (exact change only), check or money order must be received prior to filling the request.

***Traffic Accident Reports** prior to 03/01/2002 are released from the Department of Motor Vehicles, traffic Accident Section, P.O. Box 66614, Baton Rouge, LA 70896. The only exception being informational reports requested by the parties involved. Those dated after 03/01/2002 may be ordered from the LSU Police Department.

*Reports sent to the District Attorney's Office for prosecution are released from their office. They may be reached at 225-389-3400 or District Attorney's Office, 222 St. Louis Street, Baton Rouge, LA 70802. They will explain the proper procedures. These include reports where subjects were booked into East Baton Rouge Parish Prison, issued misdemeanor or felony summons and traffic citations.

Name: _____ Company: _____
First name *Last name*

Address: _____ City: _____ State: _____ ZIP: _____

Email: _____ Tel. #: _____ Type of Incident: _____

Incident Date: _____ Name of Victim/Complainant: _____

Requestor's Signature: _____ Date: _____