CITY OF NATCHITOCHES  
Oldest Settlement in the Louisiana Purchase

INFORMATION REQUEST FORM  
(Type or Print Legibly)

DATE OF REQUEST: ______________________

NAME: __________________________________

ADDRESS: _______________________________

COMPANY: ______________________________

ADDRESS: _______________________________

PHONE: _________________________________

Each item of requested information is to be submitted on a separate
“Information Request Form”

We shall endeavor to have all requested information available to you by the date you have requested; however, this is not always possible and in some cases, your request may be delayed.

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INFORMATION REQUESTED (please be specific as possible so that we can better understand what you are looking for and respond quickly)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

________________________ ___________________
Signature of Person Filling Out Request Mayor

________________________ ___________________
Date Material Received: _______________ Number of Copies: __________
Employee: ___________________________ Amount: __________________
_____________________________________ Receipt Number: ___________

700 Second Street, Post Office Box 37, Natchitoches, Louisiana 71458-0037
Office (318) 352-2772
Fax (318) 357-3829