

# 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.

### Standard Costs

\$10.00 Flat Fee

.....  
**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

\_\_\_\_\_  
Fire Chief

.....  
Date Material Received: \_\_\_\_\_

Employee: \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Amount: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

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