

Louisiana Board of Veterinary Medicine  
**PUBLIC RECORDS REQUEST FORM**

The Louisiana Board of Veterinary Medicine (LBVM) processes public records requests during regular business hours each business day. Public records requests are not processed after hours, or on Saturdays, Sundays, or legal holidays. Responses are made to the person making the request. The Board is authorized to charge fees for providing copies of records, pursuant to La. R.S. 44:32. Within 3 business days, we will respond to your request or contact you regarding additional time and/or the cost of copies. Public records requests must be made in writing and can be done by completing the short online form at [www.lsbvm.org/publicrecordsrequest](http://www.lsbvm.org/publicrecordsrequest) (preferred and quickest method) or by printing then mailing or emailing this form. If you are submitting your request in any manner other than online, please submit this form via email to [director@lsbvm.org](mailto:director@lsbvm.org) or mail it to the address below. For more information on public records requests, see the Louisiana Public Records Act, La. R.S. 44:1 *et seq.*

Louisiana Board of Veterinary Medicine  
ATTN: Jared Granier, MBA, Executive Director  
5825 Florida Blvd  
Baton Rouge, LA 70806

**Persons with special needs or disabilities may contact the office for assistance to meet those needs in making a public records request.** If you need assistance in completing this form, please contact the Board office at (225) 925-6620 or [admin@lsbvm.org](mailto:admin@lsbvm.org).

Please enter or legibly write your information below: *(\*ALL information requested below must be given in order to fulfil the request.)\**

Date of Submission: \_\_\_\_\_

I am 18 years of age or older:  Yes  No

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

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

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

\_\_\_\_\_

Mailing City: \_\_\_\_\_

Mailing State & Zip Code: \_\_\_\_\_

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

**Description of Records Requested** – Using the space below, please be as specific as possible. Additional pages may be attached to this form as necessary.

---

---

---

---

---

---

---

---

---

---