

FEE SCHEDULE

Accident / Crash Reports	\$ 7.50
Case Report; Call Sheet; Incident Report; Criminal Record checks; <i>\$10.00 for the first ten (10) pages, then \$1.00 per page thereafter</i>	\$ 10.00
DVD / CD (when used to copy documents) (this does not include charge to review and edit)	\$ 20.00
USB (Flash Drive) (when used to copy documents) (this does not include charge to review and edit)	\$ 30.00
Criminal Records Checks	\$ 10.00
Fingerprints (per card)	\$ 10.00
Clearance Letters	\$ 10.00
Mug Shots (release limited by statute)	\$ 5.00
Civil Fingerprint Scan State & FBI	\$ 54.25
State (ONLY)	\$ 41.00
1 TB Hard Drive (this does not include the charge to review and edit)	\$ 100.00
Printed Photos (not digital):	
3 x 5	\$ 3.00
4 x 6	\$ 5.00
5 x 7	\$ 7.50
8 x 10	\$ 20.00
10 x 20	\$ 20.00

* Anyone identified as a victim in a particular report should not be charged for a copy of that report.

** Other documents requested that do not fit neatly into one of these categories shall be provided at a cost of \$1.00 per page

*** No fee charged for examination or review of a public record

**** Deposits are required for records if the request is expansive or would be so burdensome or expensive as to inhibit the normal office operations. Deposits will also be required for staff to review video where it is likely the content is not entirely public record. The deposit will be based on the estimated time it will take for staff to review and edit item.

If you have any questions, please contact the Calcasieu Parish Sheriff's Office Records Dept. at 337-491-3642