

# Jefferson Parish Sheriff's Office



## LETTER OF INCARCERATION REQUEST

CIVILIAN FORM

### **PERSON REQUESTING THE LETTER OF INCARCERATION:**

PRINT FIRST AND LAST NAME: \_\_\_\_\_

PRINT FULL MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

### **SUBJECT THAT THE LETTER OF INCARCERATION IS PERTAINING TO:**

PRINT THE SUBJECT'S FIRST AND LAST NAME: \_\_\_\_\_

SUBJECT'S DATE OF BIRTH: \_\_\_\_\_

SUBJECT'S ID# (ARMBAND #): \_\_\_\_\_

### **List the period of Incarceration that the Letter of Incarceration is needed for:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF PERSON MAKING REQUEST)

\_\_\_\_\_  
(DATE)

If documentation of multiple periods of Incarceration is needed, a separate request form must be filled out for each period of Incarceration that is needed. There is a \$25.00 fee for each Letter of Incarceration that is requested. A check or money order made payable to the "J.P.S.O. General Fund" along with this form must be mailed to:

Jefferson Parish Central Records  
ATTN: Letter of Incarceration  
1233 Westbank Expressway  
Building A  
Harvey, LA 70058