

# Louisiana Department of Public Safety and Corrections



## PUBLIC SAFETY SERVICES OFFICE OF MOTOR VEHICLES

As stated in the Louisiana Code of Criminal Procedure, Article 408.1(B):

If the district judges authorize the use of a list of persons issued drivers' licenses as a source from which to choose prospective jurors, such list of drivers shall be provided annually at no cost by the Department of Public Safety and Corrections to the respective clerks of court or jury commissions responsible for preparing the list of prospective jurors. However, such a list shall only be provided to parishes that make written request through the parish clerk of court or jury commission.

Please complete the following to obtain the above-authorized list for your jurisdiction. The requested information will be delivered on a CD in ASCII Fixed Length File Format by USPS mail to the address of record for the Clerk of Court. Upon completion, submit this request by US Postal Service to:

**ATTENTION: DIRECTOR  
DPS PSS INFORMATION SERVICES  
DRIVER SELECT REQUESTS  
PO BOX 66614  
BATON ROUGE, LA  
70896-6614**

Or fax to: 225-925-4019, ATTENTION: IS DIRECTOR

Fax or mail this completed form, along with a cover letter signed by the authorized representative on official court letterhead to the fax number/ mailing address noted above.

**NO REQUEST WILL BE PROCESSED IF IT IS SUBMITTED  
WITHOUT THE SIGNED COVER LETTER ON COURT LETTERHEAD.**

NAME OF COURT	
PARISH OF JURISDICTION	
DATE OF REQUEST	
CLERK OF COURT'S/ COMMISSIONER'S NAME	
CLERK OF COURT'S/ COMMISSIONER'S SIGNATURE	

**NOTE: The statutory provision covers the production of only one run annually at no cost. Additional runs within one year of the previous run will be charged fees as authorized under the Louisiana Administrative Code Title 55, Chapter 5, §501.**