

## **Fee Schedule: New Orleans Police Department Reports and Record Requests**

Fees are mandated by the [City of New Orleans Municipal Code, Sec. 90-123](#). Subject to the restrictions contained in [section 90-124](#), the NOPD shall charge and collect fees for copies of reports and research of records in accordance with the following schedule:

### **Criminal History Record Inquiry:**

- Search for record, none found - \$ 5.00
- Record located, information provided - \$5.00
- Search of records and issuance of letter of good conduct for visa and other purposes - \$25.00

### **Photostat of official police offense report:**

- One through ten pages in length - \$25.00
- More than ten pages in length, each additional page - \$1.00

**Photostat of official police accident report - \$5.00**

**Official police investigation photographs, per print - \$10.00**

**Fingerprint search or fingerprinting - \$25.00**

### **Computer printout request:**

- Minor adjustments to existing program (two man-hours or less required):
  - Small file (under 1,000,000 records) - \$150.00
  - Large file (over 1,000,000 records) - \$200.00

### **Major adjustments to existing program (more than two man-hours required):**

- Small file (under 1,000,000 records) - \$250.00
- Large file (over 1,000,000 records) - \$300.00

### **New program:**

- Small file (under 1,000,000 records) - \$250.00
- Large file (over 1,000,000 records) - \$300.00
- Multiple programming for separate runs against different files will be the accumulation of the above schedule.
- Use of available records for informational research study - \$100.00
- Accident report processing fee - \$15.00

### **Fee and Payment Rules**

- Payment forms accepted: Cash and/or Personal Check (make checks payable to the City of New Orleans)
- Mail Requests: New Orleans Police Department / 715 S. Broad St / New Orleans LA 70119 / Attn: Record Room
- All mail requests must include payment, police Item number or date, time and location of incident and a short description of incident (auto accident, burglary, theft, etc.)

**\*\*We are unable to accept foreign checks or money orders, and strongly suggest you do not send cash in the mail.\*\***

The fees established in this section shall be charged and collected in the amounts specified for each item in the schedule set forth hereinabove provided that if applicable and valid state law imposes a higher or lower maximum fee for any one of the items in the foregoing schedule, the fee charged and collected for that item shall be the higher or lower maximum fee.