



# Mississippi State Board of Examiners For Licensed Professional Counselors

## Records Request Form

The public records policy of the Mississippi Board of Examiners for Licensed Professional Counselors (LPC Board) has been adopted in accordance with the Mississippi Public Records Act of 1983 (Public Records Act) [Sections 25-61-1, et. seq.].

A request for information under the Mississippi Public Records Act of 1983 shall be submitted in writing to the Mississippi Board of Examiners for Licensed Professional Counselors. To request a record, please submit the following:

Your Name:	<input type="text"/>				
Address:	<input type="text"/>				
Contact Info:	<table><tr><td>Email:</td><td><input type="text"/></td><td>Phone:</td><td><input type="text"/></td></tr></table>	Email:	<input type="text"/>	Phone:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>		

Please provide a clear description of the documents you are requesting:

Please submit this form to [info@lpc.ms.gov](mailto:info@lpc.ms.gov) or you may deliver it to Suite 402, Robert E. Lee Building, 239 North Lamar Street, Jackson, Mississippi 39201.

All requests for information should be marked “Request for Public Documents” and shall describe in detail the documents sought. Where possible a description of the type of record, title of publication, purpose for obtaining the record, and other information, which may aid in the locating of the record, shall be set forth in the request.

If the information is appropriate for release, information requested will be provided within seven (7) working days. If the requested information cannot be provided within seven (7) working days, the person requesting the information will be notified in writing of the approximate date of availability, which shall not exceed fourteen (14) working days.

If the request for information is denied, the person requesting the information will be notified of the reason of the denial. Please be advised there are fees corresponding with a search for and duplication of public records. For more information, visit: <https://www.msblpc.org/public-records-request/>