



REQUEST FOR RELEASE OF LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES TRIP TICKET REPORT DATA TO A WHOLESALE/RETAIL SEAFOOD DEALER OR FRESH PRODUCTS LICENSEE

Name of officer/agent requesting data: \_\_\_\_\_

Name of licensee as it appears on the Wholesale/Retail or Fresh Products license: \_\_\_\_\_

Wholesale/Retail or Fresh Products license number: \_\_\_\_\_

Licensee's SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ or Federal Tax ID # (EIN): \_\_\_\_\_ - \_\_\_\_\_

Licensee's date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's license/ID number: \_\_\_\_\_, state of issuance: \_\_\_\_\_

I, \_\_\_\_\_ am requesting that The Louisiana Department of Wildlife & Fisheries provide Louisiana trip ticket data for the referenced Wholesale/Retail or Fresh Products license for the years of: \_\_\_\_\_ to \_\_\_\_\_.

Affiant is a lawful representative of the above named business (or is the licensee) and possesses the full legal capacity and authority to request and obtain from the Louisiana Department of Wildlife and Fisheries, copies of official trip ticket data reports of the business license which were previously filed with the Department.

I understand that providing false information on this document could result in criminal prosecution.

\_\_\_\_\_  
Officer/Agent's signature

RECEIPT FOR RECORDS

I hereby certify that I have received and taken possession of the copies of the records requested above that were available through the LDWF trip ticket database at the time the request was processed.

\_\_\_\_\_  
Recipient signature

\_\_\_\_/\_\_\_\_/20\_\_\_\_

\_\_\_\_\_  
LDWF representative signature

\_\_\_\_/\_\_\_\_/20\_\_\_\_



**INSTRUCTIONS: REQUEST FOR RELEASE OF  
LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES  
TRIP TICKET REPORT DATA  
TO A WHOLESALE/RETAIL SEAFOOD DEALER  
OR FRESH PRODUCTS LICENSEE**

**To protect the statutorily regulated confidentiality of your business information**, trip ticket data can only be provided to the individual named on the license or, in the case where the license is issued in the name of a business entity, that business's lawful representative. ***In order to obtain trip ticket data, this form must be presented in-person by the applicant to a representative of the Louisiana Department of Wildlife and Fisheries at its Baton Rouge Headquarters during normal business hours.*** The original Louisiana Department of Wildlife and Fisheries issued Wholesale/Retail Seafood Dealer license or Louisiana Department of Wildlife and Fisheries issued certified copy must be presented with the affidavit. See below for more details.

**Landings data for business licenses are provided as a complete listing by trip ticket for the time period indicated on the affidavit.**

**STEPS FOR COMPLETING A DATA REQUEST FORM:**

1. Please send the completed form via one of the following methods:

Mail: Trip Tickets  
Louisiana Dept. of Wildlife & Fisheries  
P.O. Box 80337  
Baton Rouge, LA 70898-0337

Fax: (225) 765-2624

Email: TripTickets@wlf.la.gov

2. Upon receipt of the completed form, we will process the information and contact you when your data is ready for pick-up. All information is processed on a first come, first served basis.
3. Proof of identity must be presented in-person by the license holder for the release of trip ticket data. Requests will be processed in the order they are received. When the data has been processed the applicant will be notified and he/she must sign for the receipt of records.

Once the applicant has been contacted by a representative of LDWF to pick up the data, the applicant must present the original form **in-person** to the LDWF Trip Ticket office located at:

2000 QUAIL DRIVE  
BATON ROUGE, LA 70808  
(225) 765-2449  
TRIPTICKETS@WLF.LA.GOV

Office Hours: Monday through Friday, 8:00 AM - 4:00 PM