

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 what the Letter of Incarceration is needed for (proof of incarceration for a specific date, dates incarcerated for a specific charge or docket, etc...):

(SIGNATURE OF PERSON MAKING REQUEST)

(DATE)

There is a \$25.00 fee for a Letter of Incarceration. 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 Correctional Center
ATTN: Letter of Incarceration
100 Dolhonde St.
Gretna, LA 70079