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OUR OFFICE

About

The Secretary of State's Office serves the public by collecting, securing and communicating information that enhances commerce, ensures the integrity of Louisiana's elections and preserves, presents and makes accessible government information.

Biography

The Secretary of State's Office will be a role model for government in our openness and accessibility to our data and remain responsive to our customer's needs and the citizens of Louisiana. We can achieve excellence in public service when we draw upon the talents, leadership and resources of our employees, always mindful that every effort must continue to earn and maintain the public's trust and confidence.

It is well-known that the secretary of state is the official keeper of the Great Seal of the State of Louisiana. While that's one of the traditional roles of the secretary of state, under recent leadership this office also has become the home of several innovative programs.

From the Uniform Commercial Code to GeauxBiz, the secretary of state is committed to providing programs that help the state's citizens better understand and take advantage of the services available to them.

GeauxBiz is a perfect example of streamlining a process to help the consumer--in this case, business owners. GeauxBiz gives current and potential business owners a single place to go for all the necessary information to operate within the state. Approval for all licenses and permits still comes from the individual agencies, but GeauxBiz is a clearinghouse for regulatory information.

Another move toward increased efficiency has been the creation of the Commercial Division, consisting of the Corporations/Trademarks/Partnerships Section the Uniform Commercial Code Section and the Administrative Services Section. The creation of new services and the consolidation of the previously separate groups make possible the coordination and oversight of various services affecting businesses.

The Uniform Commercial Code may not have made many headlines when it was implemented in 1990, but people from across the nation have come to Louisiana to look at this innovative program. In the UCC Program, all of the parish clerks of court are linked to the Secretary of State's Office by computer. This allows the secretary of state to coordinate and manage the processing of filings--no matter where the papers are filed. This program is one of the first of its kind in the country and is considered to be on the cutting edge of technology.

Direct Access is another ambitious undertaking within the Secretary of State's Office. Since going online in 1995 it has enabled individuals and businesses with the computer capability to tap into the Secretary of State's Office for information on corporations, their respective boards and other data. Before 1995 callers had to go through an operator for information, but now with Direct Access they can access the database on their own.

Elections touch the lives of literally every person in our state. As chief elections officer, the secretary of state is responsible for qualifying certain candidates, overseeing the election, and tabulating and verifying the results. The statewide election in 1991 was the first completely automated election held in this state.

The secretary of state is the official keeper of the state seal, as well as many other important documents. As the state's archivist, this office is responsible for the care and storage of many irreplaceable treasures. The State Archives Building, located on Essen Lane in Baton Rouge, opened in 1987 and provides a home for the state's growing archival collection. Many people think of files and papers when they think of archives, but the secretary of state has taken steps to preserve and catalog priceless film and tape recordings of important people and historical events. This office has instituted an oral history project in which the memories of people, from prominent former elected officials to rank-and-file citizens, are being preserved.

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Nancy Landry is Louisiana's 45th Secretary of State, having been elected on Nov. 18, 2023. She brings a wealth of knowledge and experience to the office having served as First Assistant Secretary of State for four years, where she advised Secretary Kyle Ardoin on policy and legislative matters, and became certified as an Elections Registration Administrator in 2021. Secretary Landry's goals include securing a new voting system with a paper component for the state, protecting the security of sensitive voter data, and continuing the agency's high-tech protections.

From 2008-2019, Nancy served the people of House District 31 in the Louisiana House of Representatives. In her tenure as a legislator, then-Representative Landry served on the Committees on Civil Law, Natural Resources, House and Governmental Affairs, and Education, serving as Chairman in her final term. As a state representative, Nancy authored several key pieces of legislation on education, hazing reform, and family law.

Secretary Landry is a native of Lafayette and also lived overseas as the proud daughter of a Navy veteran. She is an experienced leader with a great passion for citizenship, civic duty, and participation. Secretary Landry is a graduate of Louisiana State University and LSU's Paul M. Hebert Law Center. After law school, she worked for the online legal publishing company, Westlaw, and served as a judicial law clerk for the 15th Judicial District Family Court before going into private family law practice. In private practice, Landry established an award-winning system that provided reduced-cost legal representation to families in crisis. She brings to the office nearly two decades of experience working in both the private and public sectors.

Secretary Landry is a current resident of Baton Rouge, and the proud mother of two adult sons.

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[Supporting Document for Strategic Plan for Fiscal Years 2024-2028](#)

[Strategic Plan for Fiscal Years 2021-2025](#)

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Duties

The [Louisiana Constitution](#) has the following provision Article 4, Section 7 that provides for the Office of Secretary of State:

§7. Secretary of State; Powers and Duties Section 7. There shall be a Department of State. The secretary of state shall head the department and shall be the chief election officer of the state. He shall prepare and certify the ballots for all elections, promulgate all election returns, and administer the election laws, except those relating to voter registration and custody of voting machines. He shall administer the state corporation and trademark laws; serve as keeper of the Great Seal of the State of Louisiana and attest therewith all official laws, documents, proclamations, and commissions; administer and preserve the official archives of the state; promulgate and publish all laws enacted by the legislature and retain the originals thereof; and countersign and keep an official registry of all commissions. He may administer oaths, and shall have other powers and perform other duties authorized by this constitution or provided by law.

One of the most important charges of the Secretary of State's Office is to conduct the state's elections. Elections are the cornerstone of our democracy, and the integrity of the vote is of the utmost importance. As chief elections officer, the secretary of state is responsible for qualifying candidates, overseeing the election and tabulating and verifying the results.

Working in tandem with the Elections Division is the Commissions Division. The Division prepares commissions for elected and appointed officials; records oaths of office; and accepts and processes notices of retirement or resignation except for members of the Legislature. Commissions also provides apostilles for the certification of documents for international use as a member of the Hague Convention.

Another major function of the office is in our Commercial Division. [geauxBIZ](#) is a perfect example of streamlining a process to help the consumer—in this case, business owners. [geauxBIZ](#) gives current and potential business owners a single place to go for all the necessary information to operate within the state. Approval for all licenses and permits still come from the individual agencies, but [geauxBIZ](#) is a clearinghouse for regulatory information.

Also under the umbrella of the Commercial Division is Notary. Residents of Louisiana who would like to become a notary public start the process with the Secretary of State's Office. Upon qualification, registrants will take a pre-assessment followed by an exam administered by staff at Louisiana State University. After passing the exam and upon commission, notaries public are required to file bonds and annual reports with our office to remain in good standing.

One of the more traditional roles, the secretary of state is the official keeper of the state seal, as well as many other important documents. The Louisiana State Archives, which opened in 1987, is the official repository for those documents, and it holds many irreplaceable treasures. In addition, the staff of the State Archives has taken steps to preserve and catalog priceless film and tape recordings of important people and historical events for the education of generations of Louisianians to come.

The secretary of state is also responsible for the operation of nine museums throughout the state including the Delta Music Museum in Ferriday; the Eddie G. Robinson Museum in Grambling; the Germantown Colony Museum in Minden; the Louisiana State Cotton Museum in Lake Providence; the Louisiana State Exhibit Museum in Shreveport; the Louisiana State Oil and Gas Museum in Oil City; Louisiana's Old State Capitol in Baton Rouge; the Mansfield Female College Museum in Mansfield; and the Old Governor's Mansion in Baton Rouge. Louisiana's Old State Capitol is accredited by the American Association of Museums, and the Louisiana State Exhibit Museum is a Smithsonian affiliate.

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Executive

[Read Executive Administrative Rules](#) under Our Office for a complete listing of the Department's non-statutory fees.

Elections & Voting

[Read Administrative Rules](#) under Elections & Voting for a complete listing of administrative procedures governing voter registration and elections.

Business Services

[Read Administrative Rules](#) under Business Services for a complete listing of administrative procedures governing corporations and the Uniform Commercial Code.

Notary & Certifications

[Read Administrative Rules](#) under Notary & Certifications for a complete listing of administrative procedures for notaries public.

Historical Resources

[Read Administrative Rules](#) under Historical Resources for a complete listing of administrative procedures for archives.

Address Confidentiality Program

[Read Administrative Rules](#) under Our Office for a complete listing of administrative procedures for the Address Confidentiality Program.

Annual Narrative Reports to Oversight Committees

Annually, the Department is required to prepare an annual report of all administrative procedures taken over the past year and submit the report to the House & Governmental Affairs Committee and the Senate & Governmental Affairs Committee.

- [2011](#)
- [2012](#)
- [2013](#)
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- [2019](#)

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OBTAIN PUBLICATIONS

Elections Services is responsible for the majority of publishing by the Secretary of State's Office, ranging from the Acts of the Legislature to the Report of the Secretary of State. Elections Services also manages the Official Parish Journal list, the Procès Verbaux program, the Bond Registration program, the Living Will Declaration Registry and Will Registry programs.

To obtain any of the following publications, please [contact](#) Elections Services by telephone at 225.922.0900; fax at 225.922.0197; or U.S. mail at Secretary of State, 8585 Archives Ave., Baton Rouge, LA 70809. A [fee schedule](#) is provided for your reference.

The following list of publications are either mandated by the Louisiana Revised Statutes or published by the Secretary of State's office for convenience and ease of use:

Code of Governmental Ethics (La. R.S. 42:1101-1170)

The Code of Governmental Ethics is mandated by the Louisiana Constitution, Article X, Section 21 for all elected officials and employees of the State of Louisiana and its political subdivisions. The secretary of state is required by La. R.S. 42:1162 to provide a copy to every public servant who receives a commission. This book contains Chapter 15 of Title 42 of the Louisiana Revised Statutes and details the powers, duties and responsibilities of elected officials and employees of the state as outlined in the Louisiana Ethics Administration Program.

Election Returns (La. R.S. 18:574)

Election returns contain precinct-by-precinct returns for all presidential and gubernatorial elections. It also contains a parish-by-parish recapitulation of the returns for each election, as promulgated by the Secretary of State's Office in the official state journal. These books are a valuable reference for scholars, political analysts, journalists and historians.

Buckram Bound Acts of the Legislature (La. R.S. 43:19)

The Acts of the Legislature are published annually and include all acts passed in the regular and/or extraordinary sessions, as indicated. The Acts of the Legislature are printed and bound into one or more volumes and may also include acts of previous extraordinary sessions of the Legislature. The acts are first promulgated in the [official state journal](#) per the Louisiana Constitution, Article III, Section 19 and La. R.S. 43:31. The Bound Acts are usually available for purchase between eight to nine months after final adjournment and include the constitutional amendments (if any), the tables and index.

The following list of publications are either printed annually, biennially or at the discretion of the secretary of state:

Calendars and Journals

The Calendars and Journals are three separate books which explain each year's events of Louisiana's legislative sessions. The Calendars trace each bill and resolution of the House and Senate numerically through the Legislature from the introduction and readings to the final voting and passing of each item.

The Journal records exactly what takes place in the House and Senate beginning each day with roll call and the marking of those present or absent, prayer, etc. and continuing numerically through every bill, resolution and concurrent resolution and finally the call for adjournment at the end of each day.

There is usually one calendar for the House and Senate and two journals: one for the proceedings of the House and one for the proceedings of the Senate. Calendars and Journals are published four to six months after each session. The compilation and printing is handled by the speaker of the House. Information can be obtained by contacting the clerk of the House at 225.342.7259.

Election Code (La. R.S. 18)

The Election Code includes Title 18 of the Louisiana Revised Statutes pertaining to the laws governing all aspects of elections. Effective March 29, 2000, the Louisiana Revised Statutes can be viewed [online](#).

Lawrason Act (La. R.S. 33:1-21 and 33:321-481)

La. R.S. 33:1-21 and 33:321-481, commonly known as the Lawrason Act, are the laws governing the operation of the incorporated municipalities in Louisiana. It explains how a municipality is considered a city, town or village and entails the qualifications, duties, powers and functions of each officer (mayor, board of aldermen or councilmember, clerk, treasurer, marshal and mayor's court) and their selection by either election or appointment. It also details the levying and collection of taxes and expenditure of funds for the municipalities.

Report of the Secretary of State

This book is a report from the secretary of state to the governor of Louisiana which includes an itemized list of fees collected by each division of the Secretary of State's Office; the number of registered voters as reported by the registrars of voters of each parish; a chart showing the election districts contained in each parish in Louisiana; and a complete recapitulation of the results of the major elections held during each two-year period. It is used as a reference and research tool by political analysts, colleges and universities, U.S. governmental offices and other research-oriented organizations.

Roster of Officials

The Roster of Officials contains information about every elected official in Louisiana and includes photographs and biographies of statewide elected officials, U.S. senators and representatives and the members of the Louisiana Legislature. This book has sections on parish and municipal officials as well as the governor-appointed boards and commissions. Also included is information about election districts; the duties, qualifications and terms of elected officials; population figures; district maps; functions of the Secretary of State's Office; and facts about Louisiana.

Bills to Acts

The information in the Bills to Acts is the official record going back to 1998 showing the list of bills which have been approved by the governor, received in this office and assigned act numbers. These documents contain a complete list of all legislative acts for each session, sorted by act number.

| File Name | Modified |
|-----------------------------------|-----------------|
| Acts2024.xlsx | 6/26/2024 |
| Acts2024-2ES.xlsx | 3/21/2024 |
| Acts2024-1ES.xlsx | 1/23/2024 |
| Acts2023.xlsx | 1/3/2024 |
| Acts2023-1ES.xlsx | 2/7/2023 |
| Acts2022.xlsx | 1/3/2024 |
| Acts2022-1ES.xlsx | 4/1/2022 |
| Acts2021.xlsx | 2/7/2023 |
| Acts2020.xlsx | 11/28/2020 |
| Acts2020-2ES.xlsx | 5/7/2021 |
| Acts2020-1ES.xlsx | 11/28/2020 |
| Acts2019.xlsx | 11/28/2020 |
| Acts2018.xlsx | 1/9/2019 |
| Acts2017.xlsx | 11/15/2017 |
| Acts2016.xls | 7/12/2016 |
| Acts2015.xls | 7/9/2015 |
| Acts2014.xls | 7/11/2014 |
| Acts2013.xls | 5/29/2014 |
| Acts2012.xls | 8/30/2013 |
| Acts201101.02.xls | 8/10/2011 |
| Acts201001.xls | 11/24/2010 |
| Acts200901.xls | 1/15/2010 |
| Acts200803.xls | 1/20/2010 |
| Acts200802.xls | 1/20/2010 |
| Acts200801.xls | 1/20/2010 |
| Acts200701.xls | 1/20/2010 |

| | |
|--------------------------------|-----------|
| Acts200603.xls | 1/20/2010 |
| Acts200602.xls | 1/20/2010 |
| Acts200601.xls | 1/20/2010 |
| Acts200502.xls | 7/9/2012 |
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To obtain any of the following publications, please [contact](#) the Elections Services or call us at 225.922.0900; fax at 225.922.0945; or mail to Secretary of State, 8585 Archives Ave., Baton Rouge, LA 70809. To see a detailed description of each publication, go to [Obtain Publications](#).

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| Calendar and Legislative Journals 2018 | | \$75 |
| Calendar and Legislative Journals 2017 | | \$75 |
| Code of Governmental Ethics | | \$5 |
| Corporation Laws 2018 | | \$25 |
| Election Code | | \$20 |
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| Presidential General 2020 | | \$15 |
| Presidential General 2016 | | \$40 |
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| Gubernatorial Primary and General 2019 | | \$50 |
| Gubernatorial Primary and General 2015 | | \$75 |
| Gubernatorial Primary and General 2011 | | \$43 |
| Gubernatorial Primary and General 2007 | | \$30 |
| Lawrason Act | | \$5 |
| Report of the Secretary of State 2019-2020 | | \$20 |
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| Report of the Secretary of State 2015-2016 | | \$40 |
| Report of the Secretary of State 2013-2014 | | \$70 |
| Report of the Secretary of State 2011-2012 | | \$60 |
| Report of the Secretary of State 2009-2010 | | \$63 |
| Roster of Officials 2016 | | \$30 |

Buckram Bound Acts of the Legislature

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| 2020 / I and II | 2020 Regular, First and Second Extraordinary Sessions | \$250 |
| 2019 I and II | 2019 Regular Session | \$220 |
| 2018 I, II and III | 2018 Regular, First, Second and Third Extraordinary Sessions | \$360 |
| 2017 / I and II | 2017 Regular, First and Second Extraordinary Sessions | \$200 |

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END OF LIFE REGISTRY PROGRAMS

The Secretary of State's Office maintains two end of life registry programs as provided by the Louisiana Revised Statutes.

Will Registry

As directed by the Legislature (La. R.S. 9:2446-7; Act 222 of 1981, effective July 1, 1982), the Secretary of State's Office shall establish a registry wherein a testator or his attorney may register information regarding the execution of the testator's will. Information that may be received, preserved in confidence until death, and reported as indicated is limited to the name, social security or other individual identifying number established by law, address, date of birth of the testator and the intended place of deposit or safekeeping of the instrument pending the death of the testator or the name and address of the attorney or other person having information regarding the location of deposit or safekeeping of the testator's will. The fee to file a Will Registration Form is \$10, and an additional \$20 if you would like a certified copy. The fee for retrieval of a Will Registration Form is \$10. Please note that the actual will itself is not filed in this office.

The registry is strictly confidential until the death of the testator. Upon the death of the testator, a copy can be provided to anyone who presents a death certificate, affidavit of death and heirship or other satisfactory evidence of the testator's death.

We do not provide blank forms to prepare a last will and testament and suggest that those interested in preparing a last will and testament should contact an attorney. You may download the [Will Registration Form](#) which states where your last will and testament is located only. You may also view the [alphabetical list of will registrations](#).

Living Will Declaration

At the direction of the Louisiana Legislature (La. R.S. 40:1299.58.1-10, Act 382 of 1984, effective July 6, 1985, as amended), the Secretary of State's Office maintains a registry of living will declarations in which any adult person may make a written declaration directing the withholding or withdrawal of life sustaining procedures in the event such person should have a terminal and/or irreversible condition. We accept the original, a multiple original or a certified copy of the declaration, either from the declaring person or his authorized attorney. The fee to register a declaration is \$20, and an additional \$20 if you would like a certified copy. The fee to file a notice of revocation of a declaration is \$5. When a living will declaration is filed, a laminated wallet ID card and an engraved "Do Not Resuscitate" bracelet are provided to the declarant, indicating that the living will declaration is on file in our office. We provide copies of declarations when requested by any attending physician or health care facility.

We do not provide forms to prepare a "Specific Medical Procedure" living will and suggest that those who are interested in preparing such should contact an attorney. However, you may obtain a blank declaration form (as provided by the Louisiana Legislature La. R.S. 40:1151.2); download and print [Living Will Declaration Form](#). You may also view the [alphabetical list of living will declaration registrations](#).

Please send the appropriate Will Registry or Living Will Declaration Form and filing fee to:

Louisiana Secretary of State
 Elections Services
 P.O. Box 94125
 Baton Rouge, LA 70804-9125

If there are any questions regarding these registries, please [send us a message](#) or call 225.922.0900.

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GOVERNMENT ENTITY REGISTRIES

Bond Registration ("Municipal Bonds")

Pursuant to La. R.S. 39:911, et seq., bonds issued by governing authorities are registered with the Secretary of State's Office. The secretary of state registers and countersigns the bonds. The fee per certificate of registration is \$10. When the signature of a local official is filed, the fee is \$10 per signature.

Proces Verbaux Program

La. R.S. 18:1400.1(C)(2) states, "In any special election called only by a local governing authority or only by a parish or city school board solely for the purpose of voting on a proposition under Chapter 6-A of this Title, a fee of ten dollars per certificate and two dollars per page shall be paid to the secretary of state for recording the proces verbal as required by La. R.S. 18:1293."

Pursuant to La. R.S. 18:1293, "the governing authority ordering the election shall preserve a proces verbal of the canvass. If the election affects ad valorem taxation, the governing authority shall include a copy of the notice of election and proof of publication of the notice in the proces verbal. The governing authority shall forward a copy of the proces verbal to the secretary of state, who shall record it. A copy also shall be forwarded to the clerk of the district court, and in Orleans Parish to the clerk of the civil district court, who shall record it in the mortgage records. A copy shall be retained in the archives of the office of the governing authority ordering the election."

After a proposition election, regardless of whether the proposition passes or fails, the governing authority shall forward the proces verbal to the secretary of state along with a check for the certificate(s) and number of pages, to the following address:

Louisiana Secretary of State
Elections Services
P.O. Box 94125
Baton Rouge, LA 70804-9125

For additional information or to obtain copies of previously filed proces verbaux, please call Elections Services at 225.922.0900 or [send us a message](#).

Official Parish Journals

Pursuant to La. R.S. 43:150 and La. R.S. 43:174, the Secretary of State's Office maintains a list of the [official parish journals](#). They are appointed for one-year term by the parish governing authorities. The list includes the name, address and phone number of the newspaper and the expiration date of the appointment.

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VIEW SOLICITATIONS

Solicitation Laws and Rules

The following documents apply to all solicitations:

- [Louisiana Code of Governmental Ethics](#)
- [Procurement Code LAC Title 31](#)

To view current solicitation documents, select one of the following solicitation types:

- [Drayage](#)
- [Warehouses](#)
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Drayage

View instructions for all drayage bids.

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| State Certification Standards rev. 1-21.pdf | 1/26/2021 |
| Voting System Certification Application Form rev 1-21.pdf | 1/26/2021 |

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ADDRESS CONFIDENTIALITY PROGRAM

Louisiana's [Address Confidentiality Program](#) is administered by the Louisiana Secretary of State's Office and was modeled after the original program developed in the State of Washington in 1991. In 2006, the Louisiana Legislature passed legislation governing the program which are found in [La. R.S. 44:51-57](#).

The ACP provides relocated victims of abuse, sexual assault or stalking with a substitute address to use in place of their actual address when they apply for or receive state or local government services (e.g., driver's license, voter registration, public school records, etc.). The goal of the ACP is to prevent an assailant or potential assailant from finding the location of a victim through the state's public records. The ACP is not a witness protection program and does not assist participants in obtaining new names, social security numbers or in relocating to a new residence. The ACP does not provide legal advice to the participant, but acts as the agent of a program participant for purposes of service of process and forwarding all first-class, certified or registered mail.

Additional resources for victims of crime can be found by visiting the following websites:

- [National Center for Victims of Crime](#)
- [National Domestic Violence Hotline](#)
- [National Coalition Against Domestic Violence](#)
- [National Sexual Violence Resource Center](#)

Eligibility Requirements

Any person attempting to escape from actual or threatened abuse, sexual assault or stalking can apply for participation in the program. To participate, you must meet the following criteria:

- be a victim of abuse, sexual assault or stalking;
- be concerned for the safety of yourself, your children or your household members;
- be a resident of Louisiana or plan to relocate to an address unknown to your abuser in which you have not made any public record (e.g., telephone number, utilities, driver's license, etc.) and live in a residence that the victim does not own (the ACP cannot protect a victim if a house has been purchased in their name); and
- be 18 years of age or older, a parent or guardian acting on behalf of a minor or a parent or guardian acting on behalf of an incapacitated individual.

How to Apply

Once a victim of abuse, sexual assault or stalking moves to a new location in Louisiana that is unknown to his/her abuser where no public record of the new address has been created (e.g., telephone number, driver's license, utilities, etc), the victim should call the ACP. The victim is then referred to an [agency](#) with a certified ACP application assistant to meet with and apply for participation in the program. When the application is complete, the application assistant sends the application to the Secretary of State's Office where it is reviewed to verify requirements are met before certifying the victim as a program participant. The new participant is assigned an ACP code and an ACP authorization card is issued for each member of the household. The program participant, and co-participants if applicable, can now apply for state and local government services using the substitute address as his/her legal address. The ACP forwards all first-class, certified and registered mail to the program participant's actual mailing address. The program participant's actual residential address and telephone number are not public record.

Contact Us

[Address Confidentiality Program](#)

P.O. Box 91301
Baton Rouge, LA 70821-1301
800.825.3805
225.925.4792

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CALL BEFORE YOU DIG

Louisiana One Call

The "Louisiana Underground Utilities and Facilities Damage Prevention Law" was originally passed in 1988 and amended numerous times. Each incorporated municipality or parish government which owns or operates (in its own right or through a special district or districts created pursuant to constitutional or statutory authority) a drainage system, a sewer system, an electrical energy system and/or a gas system underground facility within its local jurisdiction which would otherwise be included in La. R.S. 40:1749.14, and which does not desire to be so included, shall adopt an ordinance indicating this desire by Dec. 31, 1998. The ordinance opting out of Louisiana One Call was required to be filed with the secretary of state for verification purposes on or before Dec. 31, 1998. View a list of the [governmental entities](#) who have opted out the Louisiana One Call program.

Louisiana One Call is a free service that allows excavators to notify many operators of underground utilities with a single toll-free call or by simply dialing 8-1-1.

Before work begins, members use color-coded paint and flags to mark their cables, pipelines and similar systems so that excavators can avoid them. This reduces the possibility of damage, helps eliminate construction delays and contributes to public safety. Member utilities pay for the service, which is free to contractors and the public.

State law requires excavators and demolition crews to call or click to file a locate request before they can begin work. Although the law also requires most operators of underground facilities to belong to Louisiana One Call, it does allow some governmental entities to opt out. Excavators may wish to contact non-members directly about planned excavation work.

View a list of [Louisiana One Call members and their emergency numbers](#).

View [Louisiana One Call's guide](#) to the state's dig law.

For more information about the law's opt-out requirements, contact the Secretary of State's Office at 225.922.0900. For more information about Louisiana One Call, visit www.laonecall.com, dial 811 or call 800.272.3020.

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SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITIES

As a result of the 2013 Regular Session of the Legislature, [R.S. 38:330.1\(C\)\(2\)\(c\) and \(3\)\(a\)](#) were amended and re-enacted to place the territorial jurisdiction, board of commissioners, appointments, terms, compensation, vacancy, officers, meetings and domicile of both the Southeast Louisiana Flood Protection Authority-East and the Southeast Louisiana Flood Protection Authority-West under the auspices of the Coastal Protection and Restoration Authority effective June 5, 2013.

For inquiries or more information, contact:

Office of the Governor
Attn: Stephanie Aymond
1051 N. Third St., Suite 138
Baton Rouge, LA 70802
225.342.3968
225.342.5214 fax

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CONTACT US

The Secretary of State's Office is open Monday through Friday from 8 a.m. to 4:30 p.m.

The mailing address for all agency business is Louisiana Secretary of State, P.O. Box 94125, Baton Rouge, LA 70804-9125.

The office is located at 8585 Archives Ave., Baton Rouge, LA 70809.

From I-10 East, exit to Essen Lane and turn left. Proceed down Essen Lane before turning right at the Louisiana State Archives on Archives Avenue.

From I-10 West, exit to Essen Lane and turn right. Proceed down Essen Lane before turning right at the Louisiana State Archives on Archives Avenue.

From I-12 East, exit to Essen Lane and turn right. Immediately turn left at the Louisiana State Archives on Archives Avenue.

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All business, except for appointments in the Executive Suite, is handled at Customer Service located at the side entrance of United Twelve.

A small number of our email replies are returned as undeliverable due to a variety of reasons. If this happens, we will send a reply via the U.S. Postal Service, if the sender includes a mailing address. To insure that we are able to reply to you on a timely basis, please include your name, complete postal address and telephone number in the text portion of your email.

For information about the the services provided by the various divisions in our agency, please use the following directory:

[Nancy Landry](#)

Secretary of State
8585 Archives Ave.
225.922.2880
225.922.2003 fax

[Catherine Newsome](#)

First Assistant Secretary of State
8585 Archives Ave.
225.922.2880
225.922.2003 fax

[Shanda Jones](#)

Undersecretary of Management and Finance
8585 Archives Ave.
225.922.2880
225.922.2003 fax

[Joel Watson](#)

Deputy Secretary for Communications, Outreach and Promotions
8585 Archives Ave.
225.922.2880
225.922.2003 fax

[Kaylee Trisler](#)

Public Information Officer
8585 Archives Ave.

225.922.2880
225.922.2003 fax

[Accounting Division](#)

8585 Archives Ave.
225.922.2880
225.922.0929 fax

[Louisiana State Archives](#)

[Melanie C. Montanaro](#)

State Archivist and Executive Director
3851 Essen Lane
225.922.1000
225.922.0433 fax

[geauxBIZ](#)

[Commercial Division](#)

Amanda Baker
Commercial Administrator
8585 Archives Ave.
225.925.4704
225.932.5314 fax

[Commissions Division](#)

8585 Archives Ave.
225.922.2880
225.932.5332 fax

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Elections Division

[Sherri Wharton Hadskey](#)

Commissioner of Elections
8585 Archives Ave.
800.883.2805
225.922.0900
225.922.0945 fax

Elections Operations

[Bryce Bourg](#)

Administrator
8585 Archives Ave.
225.922.2486
225.922.0197 fax

Human Resources Division

[Daniel David](#)

Director
8585 Archives Ave.
225.922.2880
225.925.6034 fax

Information Technology Division

[Brad Harris](#)

Information Technology Administrator
8585 Archives Ave.
225.922.2880
225.925.4805 fax

[Legal Division](#)

Tray Wood
8585 Archives Ave.
225.922.2880
225.932.5332 fax

[Museums Division](#)

Thomas Carmody

State Museum Director
3015 Greenwood Road
Shreveport, LA 71109
318.632.2020
318.632.2056 fax

[Outreach Division](#)
8585 Archives Ave.
225.922.2880
225.922.2003 fax

[Elections Services](#)
[Heather Meyers](#)
Director
8585 Archives Ave.
225.922.0900
225.922.0197 fax

Purchasing Division
[Derick Bond](#)
Director
3851 Essen Lane
225.922.2880
225.922.1075 fax

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8585 Archives Ave.
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