

Filed By: \_\_\_\_\_

Telephone No: \_\_\_\_\_

**DALE N. ATKINS  
CLERK OF COURT AND EX-OFFICIO RECORDER  
PARISH OF ORLEANS - STATE OF LOUISIANA**

**MORTGAGE  
LIEN AND PRIVILEGE CERTIFICATE REQUEST**

---

**NOTE: ALL REQUESTS FOR CERTIFICATES MUST BE IN WRITING. THIS CERTIFICATE WILL ONLY BE RUN IN THE EXACT NAME(S) PROVIDED, AND NOT IN ANY VARIATIONS OF THE SAME. WHERE NO MIDDLE INITIALS HAVE BEEN FURNISHED, IDENTICAL NAMES WITH MIDDLE INITIALS HAVE NOT BEEN RUN AND WILL NOT BE RUN UNLESS SPECIFICALLY REQUESTED.**

**CONTRACT INSTRUMENT #** \_\_\_\_\_

**ACCEPTANCE OR  
SUBSTANTIAL COMPLETION INSTRUMENT #** \_\_\_\_\_

**OWNER NAME(S):**

**CONTRACTOR NAME:**

**JOB ADDRESS AND/OR PROJECT #**

**DATE WORK STARTED:**

Requested by: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

*DO NOT WRITE BELOW THIS LINE*

---