



**LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
PUBLIC SAFETY SERVICES  
SUPPLEMENTAL PAY**

2026 Annual Certifying Signature Form  
**Constable/Justice of the Peace**

**Completed Date:** \_\_\_\_\_

\_\_\_\_\_  
Parish Name

\_\_\_\_\_  
Town Code  
(see Warrant's signature page)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, & Zip

Below you will find an information request that satisfies the Department of Public Safety and Corrections, Public Safety Services' annual requirement to collect authorized signatures that will appear on each Supplemental Pay Warrant each month in the current year.

Please allow this correspondence to highlight the importance of signatures on the Supplemental Pay warrant submitted each month by your Parish Government. Three signatures are required on each month's Warrant which represents your authorization to Public Safety Services for payment of benefits. The three signatures required include (1) the Payroll Administrator/Finance Director as the Preparer's Signature, (2) the Parish Secretary/Treasurer as Approving Official's Signature; and (3) the Parish President or Police Jury President as the Certifying Official's Signature .

**This certification form must be returned to DPS&C by January 30, 2026. Scan and e-mail the form to [MUNPAY@la.gov](mailto:MUNPAY@la.gov), when you submit the December warrant in the Portal or submit it with the December warrant at <https://sumpay.portal.la.gov/>. It is the responsibility of the Municipality to notify DPS&C if any of the authorized signatures change during the calendar year. If this occurs, a new "Annual Certifying Signature Form" must be e-mailed immediately.**

PREPARER'S SIGNATURE:	PRINT NAME:	TITLE:	PHONE NUMBER	E-MAIL ADDRESS
APPROVING OFFICIAL'S SIGNATURE:	PRINT NAME:	TITLE:	PHONE NUMBER	E-MAIL ADDRESS
CERTIFYING OFFICIAL'S SIGNATURE:	PRINT NAME:	TITLE:	PHONE NUMBER	E-MAIL ADDRESS

**"The submission of this form and the contents therein constitutes the filing or depositing of a public record pursuant to La. R.S. 14:132 and La. R.S. 14: 133. Intentionally submitting false information, forging the document or wrongfully altering the document and the contents therein may constitute a violation of applicable criminal law, including but not limited to La. R.S. 14:132 and/or La. R.S. 14: 133 and subjects the submitting parties to felony criminal prosecution, criminal fines and criminal restitution."**