

GERMANTOWN POLICE DEPARTMENT

Request # _____

REQUEST FOR PUBLIC RECORD INSPECTION OR COPY

(PRINT CLEARLY)

Per Wisconsin Statutes Open Records law, §19.31 through §19.39, I am requesting to inspect or obtain copies of the following records:

NOTE: In order to efficiently locate the record you request, please provide as much detailed information that is available or known in regard to the record of interest. THIS FORM IS NOT REQUIRED BY LAW AND YOU MAY REFUSE TO COMPLETE IT. However, it is used to assist in locating your record and fulfilling your request in a timely manner.

Date of Request: _____**Type of Record Requested:** Accident Report (\$2.00)

Date: _____

Location: _____

Driver Name/s: _____

 Arrest Report

Date: _____

Defendant: _____

 Other Report (specify details below) Video Recording (\$15.00) Audio Recording (\$15.00) Photographs (\$1.00 ea. Photo / \$2.00 CD/DVD) Written Statements Incident Report

(i.e. Theft, Burglary, Damage to Property, etc.)

Other or Additional Description of Record requested:

Date of Record creation or span of dates:

When the record has been located, I wish to:

 Inspect the record at the Germantown Police Department Obtain a photocopy of the record to be picked up at the Germantown Police Department
(25¢ fee per one side page) Obtain a photocopy of the record to be sent via U.S. Mail or other parcel carrier
(25¢ per one side page, plus the actual, necessary and direct cost of mailing or shipping any of the above records)**Requestor
Information:**

NAME:(Last, First, Middle Initial)

ADDRESS:

CITY/STATE/ZIP

DATE OF BIRTH:

 Obtain a facsimile transmitted copy of the record (25¢ per one side page)

Send FAX to telephone number: _____ Attention to: _____

Please include contact information in the event there is a delay or problem in locating the record you request:

Contact Name: _____ Telephone: _____ Cellular: _____

Contact Address: _____

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, prepayment may be required before the record is provided to any person [Wis. Stat. 19.35(3)(f)]. If the cost of locating a record retained by the Germantown Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)]. The processing of your records request may take up to ten working days.

INDIVIDUALS REQUESTING REPORTS CONTAINING JUVENILE INFORMATION MUST COMPLETE THE ENTIRE FOLLOWING FORM.

PLEASE SIGN THIS FORM WHEN REQUESTING JUVENILE REPORTS.

Juvenile reports may be released to the following persons subject to departmental policy. To allow us to appropriately review your request, please check all the following that apply. Documentation will be required prior to the release of information requested. Juvenile records will not be sent by mail or faxed. A photo ID will be required to pick up the report.

I am:

- _____ Biological Parent
- _____ Guardian named by the court (provide documentation)
- _____ Legal Custodian given by court order (provide documentation)
- _____ Non-marital biological father
- _____ Juvenile (14 years of age or older) - requesting one's own report
- _____ Victim of the juvenile's act (for sole purpose of recovering injury, damage or loss suffered as a result of the juvenile act)
- _____ Victim's insurer (when court ordered restitution has not been made within one year—for the sole purpose of investigating the claim, provide documentation)
- _____ Insurance Company and/or Representative Attorney—with signed/written release from the Juvenile's parent, guardian or legal custodian (provide documentation)

If you are a parent: My parental rights (have) (have not) been terminated (circle one).

Signature of Person Requesting the Report

Date

DRIVER'S PRIVACY PROTECTION ACT CERTIFICATION

The undersigned, as a requestor of records that contain information subject to the protections of the Driver's Privacy Protection Act of 1994, 18 U.S.C. § 2721, *et seq.*, hereby certifies that it is requesting the records for the following permitted purpose (Check all that apply):

- For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
- For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
- For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only (A) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
- For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.
- For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals.
- For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
- For use in providing notice to the owners of towed or impounded vehicles.
- For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under Chapter 313 of U.S.C. Title 49.
- For use in connection with the operation of private toll transportation facilities.
- For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains.

- For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
- For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

In support of the asserted permitted purpose identified above, I hereby provide the following details or explanations (attach documentation as necessary):

The undersigned further certifies their understanding that, upon receipt of any records disclosed pursuant to the above-identified permissible purpose, the undersigned is prohibited by 18 U.S.C. § 2721(c) from reselling or redisclosing this protected information without a permissible use. This certification is made with the understanding that procuring protected personal information for an unlawful purpose and/or making false representations to obtain protected personal information is a violation of 18 U.S.C. § 2722. Violations of these provisions subjects the undersigned to criminal and civil penalties as provided for in the Act.

Dated this _____ day of _____, 20____.

Signature

Printed Name

All Information Below Is For Office Use Only	
Date Received: _____ Action Taken: _____ Request Approved in Whole _____ Request Approved in Part _____ Request Denied" Date / Time Request Denied/Compiled: _____ Signature: _____	Fee Imposed: _____ Notification Attempts (Date / Time): _____ _____ _____ _____ Date Delivered: _____
Form of Identification Release of Juvenile Info:	DL_____ State ID_Other_____

- _____ 1. This document(s) identifies a juvenile.
- _____ 2. This document(s) names law enforcement personnel. Disclosure will impair their effectiveness in their duties and subject them to harassment and physical injury.
- _____ 3. This document(s) identifies a person. Disclosure of such person in this context would be likely to have a substantial adverse effect on their reputation.
- _____ 4. This document(s), if released, would result in harm to the public interest which outweighs the legislative policy of allowing inspection of public records.
- _____ 5. This document(s) contains investigative information.
- _____ 6. This document(s) contains confidential information furnished only by a confidential source who has requested anonymity as a condition of supplying this information.
- _____ 7. This document(s) would identify a confidential source and would endanger the life or physical safety of this source.
- _____ 8. This document(s) would identify a confidential source and this would jeopardize a criminal investigation.
- _____ 9. This document(s) will jeopardize an ongoing investigation in that it will disclose evidence.
- _____ 10. This document(s) would disclose the contents of a communication between administrative or executive personnel on matters of policy the disclosure of which would inhibit the frank and full discussion of matters necessary to set policy.
- _____ 11. This document(s) contains employee performance evaluation data.
- _____ 12. This information is unsubstantiated, if released it would unduly damage the reputation of the individual(s) involved.
- _____ 13. Some or all of the information you have requested was received by this department from the Wisconsin Department of Motor Vehicles and contains certain personal information or highly restricted personal information as defined under the United States Federal Driver's Privacy Protection Act and has been redacted in order to comply.
- _____ 14. Other: _____

Persons denied access to Juvenile records may contact the Clerk of Courts to petition the court for access to the reports/ records.

Open records request denials are subject to review in an act of Mandamus under section 19.37(1) Wis. Stats., or by application to the District Attorney or Attorney General.

MAKE PHOTOCOPY OF ALL OPEN RECORD REQUESTS