

# ELM GROVE POLICE DEPARTMENT

13600 JUNEAU BLVD., ELM GROVE, WI 53122

262-786-4141 262-782-8550 (FAX)

## REQUEST FOR PUBLIC RECORD INSPECTION OR COPY

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

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Driver Name/s: \_\_\_\_\_

Arrest Report

Date: \_\_\_\_\_

Defendant: \_\_\_\_\_

Other Report (specify details below)

Videotape (\$5.99 each plus tax)

Audiotape (\$5.99 each plus tax)

Photographs (\$1.00 each plus tax)

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 Elm Grove Police Department

Obtain a photocopy of the record to be picked up at the Elm Grove Police Department  
(FREE if your request is under \$3.00)

Obtain a photocopy of the record to be sent via U.S. Mail or other parcel carrier  
(25¢ per one side page plus tax, plus the actual, necessary and direct cost of mailing or shipping any of the above records)

Mail to:

NAME:
ADDRESS:
CITY/STATE/ZIP:

Obtain a facsimile transmitted copy of the record (35¢ per one side page plus tax)

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: \_\_\_\_\_

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 Elm Grove Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)].