



OPEN RECORDS REQUEST
Wisconsin Dells Police Department
 712 Oak St., Wisconsin Dells, WI 53965
 Tel: (608) 253-1611 Fax: (608) 254-4375
 bsanner@wdpd.com



*** Juvenile information/records are confidential and generally not subject to release. ***

Date of Request: _____

INCIDENT INFORMATION

Enter information below about the incident(s) you are looking for:

Date/Approximate Date: _____ Case Number: _____ Officer: _____

Location: _____ Type of Incident: _____

Involved Person(s): _____

Other Known/Misc Information: _____

RECORDS REQUESTED

Check the boxes below that apply for the type or form of record(s) you desire to acquire

PAPER DOCUMENTS / RECORDS:

- Incident Report
- Statements
- Incident Supporting Documents
- Dispatcher CAD Notes (AKA radio log)
- Other: _____

MEDIA RECORDS:

- Video
- Photographs: (circle one)
Printed or CD
- Incident Telephone Call(s)
- Radio Transmissions
- Other: _____

How would you like to receive the records? Will pick it up Mail it Fax it Email it

CONTACT INFORMATION

Enter your contact information below so we may contact you appropriately regarding your request

Name of Requester: _____ DOB: ____/____/____
(First Name) (Middle Name / Initial) (Last Name) (MM) (DD) (YY)

Mailing Address: _____ City / State / Zip: _____

Phone Number: (____) ____-____ Alternate Phone Number (____) ____-____

Fax Number: (____) ____-____ Email Address: _____

SCHEDULE OF FEES & PROCESSING INFORMATION

Requester will be billed at completion of request / Prepayment may be required if cost exceeds \$5.00
Photo Copies: \$0.25 per printed page plus postage Fax/Email Copies: \$0.10 per page
Photo Reprints: \$0.50 each plus postage Audio/Visual tapes or CDs: \$10.00 plus postage
 Locating fees may be imposed if that cost exceeds \$50.00.

Open records requests will be processed during regular business hours, Monday through Friday and be returned to the requester in a reasonable amount of time (typically within 2-4 weeks depending on circumstances).
 All requests will be reviewed and evaluated for eligibility of release in accordance with state and federal laws. Information acquired from DOT files are confidential. Third party addresses, phone numbers, DOB and other personally identifiable information may be redacted. Open records requests are themselves a record and thus subject to future open records requests.