

NEKOOSA POLICE DEPARTMENT

951 MARKET ST. NEKOOSA, WI 54457 PHONE: 715.886.7891 FAX: 715.886.7904

RECORDS REQUEST FORM

Date of Request: _____

Person Making Request: _____

Company or Firm: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone # (primary): _____ (other #): _____

Email Address: _____

Requesting records on: Self Other (name): _____

Policy or Claim No./Court and Case #: _____

Date & Location of Accident/Incident: _____

Reason for your request: _____

Preferred method to receive records: ☐ Email ☐ Mail ☐ Pick up at City Hall

****Please allow 5-10 working days for your request to be processed.***

****Fees may be charged as prescribed by state law***

RETURN FORM VIA EMAIL TO:

EMAIL to: policechief@nekoosawi.com, FAX to: (715) 886-7904, MAIL to: 951 Market St. Nekoosa, WI 54457

**THE NEKOOSA POLICE DEPARTMENT WILL RETAIN
ELECTRONIC/PHOTO COPIES OF ALL OPEN RECORDS REQUESTS**

FOR DEPARTMENT USE:

DATE REQUEST RECEIVED: _____	REQUEST APPROVED ☐ YES ☐ NO PARTIAL REQUEST APPROVED ☐ YES ☐ NO
REASON FOR DENIAL (IF APPLICABLE) REQUESTOR NOTIFIED DATE: _____ TIME: _____	APPROVED SIGNATURE: _____ DATE: _____ FEES PAID ☐ YES ☐ NO AMOUNT: _____
REASON FOR PARTIAL APPROVAL ONLY/SPECIAL INSTRUCTIONS (IF APPLICABLE)	WHAT WAS GIVEN: