

REQUEST FOR RECORDS

Wisconsin Open Records Law – Chapter 335 – Laws of 1981

Notice to requestors: Pursuant to Chapter 335- Laws of 1981, you are not required to provide your name, address, email address, fax or phone number to receive a department record, however, this information is useful in getting the requested information to the correct person and clarifying any ambiguities to the request.

Requestor's Name _____

Telephone number _____ Email address _____

Address _____ Fax Number _____

City _____ State _____ ZIP _____

Specific Records Requested: Include date(s), time(s), incident number(s), name(s), location(s) if available

How would you like to receive your request if approved? USPS Mail Fax Email In-person

OFFICE USE ONLY-DO NOT WRITE BELOW

Date Request Received: _____ Time: _____

Incident or Crash #: _____

Request made via: Mail Fax Email In-Person Other: _____

Request Approved: Yes No Authority: _____

If denied, reason for denial: _____

COST TO REQUESTOR:

Number of Pages Copied _____ @\$0.50 per page = \$ _____

Electronic Computer Report _____ @\$6.50 per report = \$ _____

Accident Report _____ @\$6.50 per report = \$ _____

DVD Audio only _____ @\$15.00 per copy = \$ _____

DVD Squad/Body Camera _____ @\$35.00 per copy = \$ _____

Photographs _____ @\$6.50 per copy = \$ _____

USPS Mailing/Shipping Costs _____ \$ _____

TOTAL REPRODUCTION COSTS \$ _____

Charges in excess of \$5.00 must be paid in advance unless other arrangements are made.

Payments can be made: online at www.govpaynow.com using PLC#7652 or a check payable to the Bayside Police Department for the exact amount.