



**Police Department**  
 9075 N. Regent Road • Bayside, WI 53217  
 P (414) 206-3916 F (414) 351-8807  
 www.baysidewi.gov

**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](http://www.govpaynow.com) using PLC#8161, with cash at the Bayside Police Department during business hours, or a check made out to the Bayside Police Department for the exact amount.