



VILLAGE OF PLOVER POLICE DEPARTMENT

2420 POST ROAD • PO BOX 37
PLOVER, WISCONSIN 54467



715-345-5255 (Non-Emergency) • 715-345-5271 (FAX)

RECORDS REQUEST

REQUESTED INFORMATION (Be Specific) - The following information is required to process the requested reports or records:

- Case Number (if known): _____
- Records concerning: _____ / _____
Last Name First M.I. Maiden/Prior Names
- Date of Birth (for party you are requesting information on): ____/____/____
- Date/Time of Incident: _____
- Incident Location: _____
- Type of Report (Check One): Incident Accident Photos Records Check
 Other (explain) _____

Other Information: _____

REQUESTOR INFORMATION:

- Person/Business Making Request: _____
Last Name First Name M.I. / Organization
- Street Address _____ City _____ State _____ Zip _____
- Phone: _____ (Day) _____ (Cell)
- CHECK ONE: Attorney Complainant Defendant Insurance Co.
 Landlord Other _____

- I would prefer to:
- Pick up the requested information in person.
 - Have the requested information mailed to the above address.

Signature Required on Second Page

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

Fees: Reports - \$.50 per page Shipping/Handling – Varies
Photos/Audios/Videos on CD - \$10.00

You will be notified in writing if the request is denied and the reason for denial. If it is anticipated that the cost of locating records will exceed \$50.00 you will be contacted and required to pre-pay the estimated cost of the reproduction of records.

**INDIVIDUALS REQUESTING REPORTS CONTAINING JUVENILE INFORMATION
MUST COMPLETE THE REVERSE SIDE OF THIS FORM.**

JUVENILE RECORDS REQUEST

Juvenile Reports may be released to the following persons subject to departmental policy. Documentation will be required prior to the release of information requested. To allow us to appropriately review your request, please check all of the following that apply:

Juvenile Name(s): _____
Last Name First M.I. Date of Birth

Last Name First M.I. Date of Birth

- I am:
- Biological Parent
 - Parent by Adoption
 - Guardian named by Court
 - Legal Custodian given legal custody of the child by Court order
 - Husband who has consented to artificial insemination of wife
 - Non-marital Biological Father, where the child has not been adopted
 - Juvenile (14 years of age or older) – requesting ones own report
 - Victim of the juvenile's act (for the sole purpose of recovering injury, damage or loss suffered as a result of the juvenile's act)
 - Victim's Insurer (when Court ordered restitution has not been made within 1 year – for the sole purpose of investigating the claim)
 - Insurance Company and/or representing Attorney – with a signed/written release from the juvenile's parent, guardian, or legal custodian
 - School Administrator
 - Other _____

- If you are a parent:
- My parental rights have been terminated.
 - My parental rights have NOT been terminated.

Persons denied access to Juvenile records may contact the District Attorney's office to petition the Court for access to the report/record. Open Records Request denials are subject to review in an act of Mandamus under Section 19.37(1) Wis. Stats. or by application to the District Attorney or Attorney General.

<p>Certification: I certify that the information and statements on this request are true and correct, and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in civil and criminal penalties imposed under Title 18 U.S.C. Section 2724.</p> <p>Requestor Signature: _____ Date/Time: _____</p> <p>To be completed by Office Personnel:</p> <p>Form of identification _____ Initials of person releasing records: _____</p>

<p style="text-align: center;">FOR OFFICE USE ONLY</p> <p><input type="checkbox"/> Approved _____ <input type="checkbox"/> Denied – Reason _____</p> <p>Contacted: _____ Picked Up: _____ Mailed: _____ Fee: _____</p>
