

ST FRANCIS POLICE DEPARTMENT  
OPEN RECORDS REQUEST

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute 19.35(4).

In making this request, I understand that I will be charged for the various services requested. Payment for services is due upon receipt unless otherwise specified. Should the cost of locating a record retained by the St Francis Police Department exceed \$50.00, that cost will be charged to the person making the request. If the Department exceeds, \$5.00, prepayment is required for the compliance with the request. There is no cost to view the reports requested.

Requester's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Request received by: \_\_\_\_\_  Mail  In Person

Specific records requested: (Include names and if possible date(s) of birth of involved person(s), date and location of incident.) \_\_\_\_\_

\_\_\_\_\_ Incident Report #: \_\_\_\_\_

Are copies requested? (Please initial your response. Yes \_\_\_\_\_ No \_\_\_\_\_)

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(TO BE COMPLETED BY APPROVING AUTHORITY)

Request Approved:  Yes  No Authority: \_\_\_\_\_

If denied, reason for denial \_\_\_\_\_

*If denied, denial can be reviewed by writ of mandamus procedure or upon application to the District Attorney of this county or the Attorney General of the State of Wisconsin.*

PHOTOCOPIES: \$2.00 for the first 3 pages, \$.50 every page after.

PHOTOGRAPHS: \$2.00 per print.

CD/DVDR \$5.00 per CD/DVDR

VIDEO TAPES: \$5.00 per video tape.

TOTAL COST: \_\_\_\_\_

Request distributing by Employee No. \_\_\_\_\_  Mail  In Person