



GREENFIELD POLICE DEPARTMENT

Request for Records

Date _____

Request taken by _____

RECORDS REQUESTED

1. Police report(s) and / or traffic accident(s) _____ Include Photos (if applicable)
(describe)
2. Database report listing all "adult" contacts with _____
(name, sex, race, date of birth)
from _____ to _____
(date) (date)
3. Database report of all Police contacts at _____
(address in City of Greenfield)
from _____ to _____
(date) (date)
4. Other _____
(use back of form or blank sheet if necessary)

REQUESTOR INFORMATION

1. Name of person / entity requesting records _____
(name asked for convenience of return only – not to be required per statute)
2. Address _____ Phone / Fax _____
(street, city, zip)
3. Reason for request _____

METHOD OF RETURN

- U.S. Mail (SASE required or add \$0.50) Pick up at Greenfield PD Fax (upon receipt of payment)

Please expect a minimum **3-day** processing in the production of records. Reports generated from databases take more time than photocopies of existing documents. All requests will be provided (if available) or denied as soon as practical and without delay.

SEE REVERSE SIDE FOR RECORDS FEES

NOTE: Criminal history (criminal arrest listings and dispositions) are **ONLY** available from the **State of Wisconsin**

Wisconsin Crime Information Bureau
Record Check Unit
P.O. Box 2688
Madison, WI 53701-2688
(608)-266-5764

Fees are \$13 for the public, \$5 for government agencies, and \$2 for non-profit agencies

Requested completed by _____ Date _____ Approved by _____

Comments _____

Total Cost \$ _____ Notification Made _____



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REASON FOR DENIAL

In whole In part

Denied by _____ Date _____

This denial is subject to review by mandamus under s. 19.37(1) or upon application to the attorney general or a district attorney
SS 19.37(1) Mandamus - If any authority withholds a record or a part of a record or delays granting access to a record or part of a record after a written request for disclosure is made, the requester may pursue either, or both, of the alternatives under pars. (a) & (b).
(a) - The requestor may bring an action for mandamus asking a court to order release of the record. The court may permit the parties or their attorneys to have access to the requested record under restrictions or protective orders as the court deems appropriate.
(b) - The requestor may, in writing, request the district attorney of the country where the record is found, or request the attorney general, to bring an action for mandamus asking a court to order release of the record to the requestor. The district attorney or attorney general may bring such action.

RECORDS FEES

Records

Paper Records (8 1/2 X 11, one-sided, black/white)	_____	@ \$0.25 / page	=	\$ _____
Paper Records (8 1/2 X 14 or 8 1/2 X 17, one-sided, black/white)	_____	@ \$0.50 / page	=	\$ _____
Paper Records (8 1/2 X 11, one-side, color)	_____	@ \$0.75 / page	=	\$ _____
Paper Records (8 1/2 X 11, copies from microfiche)	_____	@ \$1.00 / page	=	\$ _____
Electronic Records (PDF format, e-mail delivery)	_____	@ \$0.05 / page	=	\$ _____
Electronic Records (PDF format, delivered on CD)	_____	@ \$5.00 / CD	=	\$ _____

Photos

Photo Reprints (digital, plain paper, color, one-sided)	_____	@ \$1.00 / page	=	\$ _____
Photo Reprints (digital or film, 4 X 6 photo paper)	_____	@ \$1.00 / print	=	\$ _____
Photo Reprints (digital or film, 5 X 7 photo paper)	_____	@ \$2.00 / print	=	\$ _____
Photo Reprints (digital or film, 8 X 10 photo paper)	_____	@ \$5.00 / print	=	\$ _____
Photo on CD (unlimited, up to CD capacity)	_____	@ \$5.00 / CD	=	\$ _____

Audio / Video Recording

Audio Recordings (provided on CD)	_____	@ \$5.00 / CD	=	\$ _____
Video Recordings (provided on DVD)	_____	@ \$8.00 / DVD	=	\$ _____

Database Reports

Database Report (established report provided on CD)	_____	@ \$5.00 / CD	=	\$ _____
Database Report (established report on paper – 8 1/2 X 11, one-sided, black/white)	_____	@ \$0.25 / page	=	\$ _____
Database Report (new report created to extract requested data)	_____	@ \$45.87 / hour	=	\$ _____
Additional charges for reports created and delivered on paper (8 1/2 X 11)	_____	@ \$0.25 / page	=	\$ _____
Additional charges for reports created and delivered on CD	_____	@ \$5.00 / CD	=	\$ _____

Storage Devices

Records provided on a removable storage device (minimum \$20.00)	_____	@ 20.00 /USB drive	=	\$ _____
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Record Checks

Certification of "No Record" letter (adoption, immigration, employment, etc.)	_____	@ \$5.00 / letter	=	\$ _____
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Total Fees = \$ _____



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THIS FORM IS REQUIRED FOR DISCLOSURE OF PERSONAL INFORMATION OR HIGHLY RESTRICTED PERSONAL INFORMATION.

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721) prohibits the disclosure of certain "personal information" or "highly restricted personal information" which originates from a State motor vehicle record. Under current controlling law, disclosure of each item of "personal information" or "highly restricted personal information" must be justified by the specific permissible use identified below. Failure to provide such justification may result in redaction of the record requested. Such information shall not knowingly be disclosed or otherwise made available without the express consent of the person to whom the information pertains or unless specifically permitted by the DPPA. For purposes of determining whether such information should be released or redacted, please complete and return this form.

I. AUTHORIZATION

I/We are authorized under the Driver's Privacy Protection Act to obtain the identified records containing personal information based upon the following:

(Check all that apply)

- 1. Authorized for use, if Requester has obtained the written consent from the person about whom the information pertains.
 - a. I am requesting a copy of my own record.
 - b. I am a parent or legal guardian of a minor child and I am requesting a copy of his/her record.
 - c. I am requesting the record of another person and have attached their written and notarized consent.
- 2. For use in connection with matters of a motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- 3. A government agency (Federal, State, local or tribal) or employed by such, for the purposes of the government agency to carry out its official functions.
- 4. A Federal, State, Circuit, local, or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
- 5. A law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its official functions.
- 6. Authorized representative, agent, contactor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal court of business, but only to:
 - a. Verify accuracy of the personal information.
 - b. If such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.
- 7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceedings in any federal, state, circuit, local, or tribal court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution of enforcement or judgments and orders, or pursuant to an order of a federal, state, circuit, local, or tribal court.
- 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed, or used to contact individuals.



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9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization, or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
- a. Claims investigation
 - b. Anti-fraud activities
 - c. Rating or underwriting
10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Driver's Privacy Protection Act.
12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver's license (CDL).
13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.
14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operator of a motor vehicle or public safety.

II. PENALTIES

The Driver's Privacy Protection Act (DPPA) is enforced by the US Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

III. CERTIFICATION

I agree that the use of the records I have requested is specifically authorized under the laws of the State of Wisconsin and the DPPA and that my intended use of the records is related to the operation of a motor vehicle or public safety or for other use as identified above.

I certify that the information and statements on this request are true and correct and I understand that the unauthorized disclosure of information obtained from these records for a purpose other than stated on this request form, 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 USC Section 2724.

I further understand that I have the right to request a mandamus review of the responses provided to this request under Wisconsin Statute § 19.37(1).

Requester signature

Date signed