

ELM GROVE POLICE DEPARTMENT

13600 JUNEAU BLVD., ELM GROVE, WI 53122

262-786-4141 RECORDS@ELMGROVEWI.ORG

REQUEST FOR PUBLIC RECORD INSPECTION OR

Per Wisconsin Statutes Open Records law, §19.31 through §19.39, I am requesting to inspect or obtain copies of the following records:

NOTE: In order to efficiently locate the record you request, please provide as much detailed information that is available or known in regard to the record of interest. THIS FORM IS NOT REQUIRED BY LAW AND YOU MAY REFUSE TO COMPLETE IT. However, it is used to assist in locating your record and fulfilling your request in a timely manner.

Date of Request: _____

Type of Record Requested:

Accident Report

Date: _____

Location: _____

Driver Name/s: _____

Arrest Report

Date: _____

Defendant: _____

Other Report (specify details below)

Videotape (\$5.99 each plus tax)

Audiotape (\$5.99 each plus tax)

Photographs (\$1.00 each plus tax)

Written Statements

Incident Report

(i.e. Theft, Burglary, Damage to Property, etc.)

Other or Additional Description of Record requested:

Date of Record creation or span of dates:

When the record has been located, I wish to:

Inspect the record at the Elm Grove Police Department

Obtain a photocopy of the record to be picked up at the Elm Grove Police Department
(25¢ per one side page plus tax)

Obtain a photocopy of the record to be sent via U.S. Mail or other parcel carrier
(25¢ per one side page plus tax, plus the actual, necessary and direct cost of mailing or shipping any of the above records paid in advance)

Mail to:

NAME:

ADDRESS:

CITY/STATE/ZIP:

Obtain an electronic copy of the record

Email: _____

Please include contact information in the event there is a delay or problem in locating the record you request:

Contact Name: _____ Telephone: _____

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, prepayment may be required before the record is provided to any person [Wis. Stat. 19.35(3)(f)]. If the cost of locating a record retained by the Elm Grove Police Department exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. 19.35(3)(c)].

FEDERAL DRIVER PRIVACY PROTECTION ACT EXEMPTION FORM

Based upon the Federal Driver's Privacy Protection Act, this Form must be completed before information containing personally identifiable information in the Police Report can be released without redaction. Knowledge of what access and uses are permitted under the listed Federal Act is the responsibility of the Requester.

SECTION I. REQUESTER INFORMATION:

Name of Person Completing Form: _____

Firm/Corporation: _____

Phone Number: _____

Street Address: _____

City/State/Zip _____

SECTION II. RECORD INFORMATION SHEET

Date of Accident/Incident: _____

Location of Accident/Incident: _____

Party Name to the Accident/Incident: _____

SECTION III. AUTHORIZATION

I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified accident/incident report and personal information based upon the following (mark all applicable boxes):

1. Authorized for use, if Requester has obtained the written consent from the person whom the information pertains.
- I am requesting a copy of my own record.
 - I am a parent or legal guardian of a minor child and I am requesting a copy of his/her record.
 - I am requesting the record of another person and have attached their written 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 vehicle, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-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 purpose of the government agency to carry out its functions.
4. A federal, state, circuit, local, or tribal court or employed by such, for the purpose of the court to carry out its functions.
5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.

- 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business, but only to (a) verify accuracy of the personal information; (b) 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 proceeding 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 or enforcement of 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.
- 9. Authorized representative, agent, contractor, or employed by such, or an insurer, insurance support organ or self-insured entity and the record being requested will only be used 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 record is being requested for the use of purposes permitted under the Federal 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 license (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

The Driver's Privacy Protection Act is enforced by the United States Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from an accident report or other police record and the information was acquired through the Transaction Information For The Management Of Enforcement (TIME) System and it is determined that these records are used for purposes other than as stated in this Form.

CERTIFICATION

I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than that 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 penalties imposed under Title 18 U.S.C. Section 2724.

X _____
 (Requester Signature)

 (Date Signed)

Return form to the Elm Grove Police Department, 13600 Juneau Blvd., Elm Grove, WI 53122 for processing.