



GREENFIELD POLICE DEPARTMENT

Request for Public Records

Date _____

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 required per statute)
2. Address _____
(street, city, zip)
3. Phone / Fax _____

METHOD OF RETURN

- U.S. Mail (SSAE 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 \$ _____



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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	=	\$ _____

Record Checks

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



DPPA ADDENDUM TO RECORD REQUEST FORM

(Attach to all Request for Records forms)



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

AUTHORIZATION

I/We do hereby certify that we are authorized under the Federal Driver's Privacy Protection Act to obtain the identified record and personal information based upon the following:

1. Authorized for use, if Requester has obtained the written consent from the person about 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.

Insurance Companies Representing an Insured

2. Authorized representative, agent, contractor, or employed by such, of an insured, insurance support organization 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.

Attorneys Representing a Client

3. 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 or 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.

Private Investigators Representing a Specific Client or Case

4. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for use of purposes permitted under the Federal Driver's Privacy Protection Act.
5. A Wisconsin or out-of-state law enforcement agency, or such a person employed by such, for the purposes of the law enforcement agency to carry out its official functions.
6. 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.



DPPA ADDENDUM TO RECORD REQUEST FORM (page 2)
(Attach to all Request for Records forms)



- 7. 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.
- 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. A Federal, State, Circuit, local or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
- 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
- 11. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.
- 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. 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 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.

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 record, or the information was acquired through the Time Electronic Record System and it is determined that these records are used for purpose other than as stated in this Request. In such instances, penalties may be imposed pursuant to Title 18 USC, Section 2724 of the United States Code.

Dated: _____

 Signature of Requester