

Waushara County Sheriff's Office

430 East Division Street Phone: 920-787-3321
Wautoma, WI 54982 Fax: 920-787-7685

OPEN RECORDS REQUEST

Name _____ Birth Date _____

Company Name _____ Claim No. _____

Address _____ City _____ State _____ Zip _____

Phone _____ FAX _____

Case No. _____

Information Requested Accident Report Officer Report Photos Squad Video
 911 Call Audio Radio Traffic Audio Witness Statements

Additional Information: _____

Location of Incident: _____

Date of Incident: _____

RETURN BY: Mail FAX Pick Up In Person ***WE DO NOT E-MAIL RECORDS***

<u>COSTS</u>		
Photocopies		\$1.00 per page
Postage & Handling		Actual Cost (\$1.25 minimum)
Faxing		\$1.25
Printed Photos		\$2.00 each
Photos on CD		\$12.00 each
Digital Media (CD, DVD, etc.)		\$12.00 each

I understand that the information being requested may be protected by confidential laws prohibiting the documents disclosure under Wisconsin Statutes including, but not limited to Section 19.32 through 19.39 and that if any records are protected under the state statutes (for example ss.19.36) I may not be entitled to copies under the open records law.

I further understand that pursuant to ss.19.35(4) stats., copies of the records requested or a written explanation of the reason(s) the request is being denied will be provided within **TEN (10) business days** of submitting this request; and – Pursuant to ss.19.35(3) stats., the Waushara County Sheriff's Department will charge for the actual, necessary and direct cost of reproduction and mailing of the reproduced records.

PROMPT PAYMENT OF SAID COST(S) WILL BE REQUIRED.

Signature _____ Date _____