

REQUEST FOR RECORDS

NOTE: This form is not required by law. However, the more information you can provide, the quicker we can locate the record(s) you are requesting.

Employee Taking Request: _____

Date of request: _____ **Time of request:** _____

PERSON REQUESTING RECORDS: (OPTIONAL)

Name: _____ **DOB:** _____

Address: _____ **Phone:** _____

CITY/STATE/ZIP: _____ **Fax:** _____

E-Mail Address: _____

RECORD REQUESTED: {CIRCLE TYPE(S)}

Incident Accident Arrest Traffic/Mun Citation Records Other

DATE(S) OF INCIDENT: _____ **TIME OF INCIDENT(S):** _____

SPECIFIC LOCATION OF INCIDENT: _____
HOUSE #, STREET, # Apt #, ETC.

INVOLVED PERSON(S): _____ **DOB:** _____

ADDRESS: _____ **PHONE:** _____

OFFICER(S) INVOLVED: _____

DESCRIBE RECORD(S) REQUESTED:

{ANY INFORMATION THAT WILL ASSIST THE EVANSVILLE POLICE DEPARTMENT IN FULFILLING THE REQUEST}

CIRCLE ONE: E-MAIL U.S. MAIL WILL PICK UP _____
DATE & TIME

WE WILL ATTEMPT TO FULFILL ALL RECORD/DOCUMENT REQUEST'S AS SOON AS POSSIBLE. POLICE RECORDS WILL BE MADE AVAILABLE WHEN THEY ARE COMPLETED, SUBMITTED, REVIEWED, AND APPROVED. PLEASE ALLOW 7-14 BUSINESS DAYS FROM ORIGINAL REQUEST. CERTAIN REQUESTS MAY TAKE LONGER THAN 7-14 DAYS TO FULFILL, IN WHICH CASE YOU WILL BE NOTIFIED THAT MORE TIME IS NECESSARY. IF YOU HAVE QUESTIONS, DIRECT ALL INQUIRES TO: CHIEF OF POLICE 608-882-2299.

- * The requester will be charged .25 per page with a minimum fee of 2.00. See sec. 19.35(3)(a), Wis. Stats.
- The requester may be charged an hourly rate as permitted by law. See sec. 19.35(3)(c) Wis. Stats.
- The requester may be charged mailing and shipping fees. See sec. 19.35(3)(d), Wis. Stats.
- Prepayment may be required as permitted by law. See sec. 19.35(3)(f), Wis. Stats.