



# STRATFORD POLICE DEPARTMENT

## REQUEST FOR PUBLIC RECORD INSPECTION OR COPY

--Please print clearly--

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, completion of the form is used to assist in locating your record and fulfilling your request in a timely manner

**Date of Request:** \_\_\_\_\_

**Type of Report Requested:**

- Accident Report (\$15.00, \$0.25 per page for accident statement forms)
- Incident Report/Witness Statement Forms (\$0.25 per page to obtain copy)
- Photos (\$2.00 per photo / \$5.00 for CD/DVD)
- Other Reports or Requested Items: \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Location of Incident:** \_\_\_\_\_

**Names of Subjects/Drivers Involved:** \_\_\_\_\_

**Description of the Incident / Record Requested:** \_\_\_\_\_

**When the record is located, I wish to:**

- Receive an emailed copy (No Charge) \_\_\_\_\_ @ \_\_\_\_\_
- Inspect the Record at the Stratford Police Department
- Obtain a photocopy of the record to be picked up at the Stratford Police Department (\$0.25 per one sided page)
- Obtain a photocopy of the record sent via U.S. Mail or other parcel carrier (\$0.25 per one sided page, plus the actual, direct cost to mail or ship the above record(s))

**Requestor Information: Name:**  
(Last, First, Middle Initial) \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

- Obtain a facsimile transmitted copy of the record (\$3.00 1st page, \$1.00 each additional page)

**Fax Number:** \_\_\_\_\_ **Attention:** \_\_\_\_\_

If the total estimated cost of reproduction and/or locating a record exceeds \$5.00, pre-payment 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 Stratford PD exceeds \$50.00, that cost may be charged to the person making the request [Wis. Stat. §19.35(3)]. The processing of your records request may take up to ten [10] working days