



POLICE DEPARTMENT
VILLAGE OF FOX POINT

OPEN RECORDS REQUEST

NOTICE: Pursuant to Wisconsin §19.35(1)(h)(i), requests do not have to be in writing and the requestor is not required to state the purpose of the request, nor identify themselves. However, completion of this form will assist us in processing your request.

Date of Request: _____ Time of Request: _____
Requestor's Name: _____
Requestor's Email: _____
Requestor's Address: _____
City: _____ State: _____ Zip: _____ Phone Number: _____

(Name, email, and address asked for convenience of return only – not required per state statute)

Description of Public Records to be inspected and/or copied (*Be as specific as possible*):

Date of Incident: _____ Location: _____
Name(s) of Person(s) Involved: _____
Record Description: _____

Please read and complete The Federal Driver's Privacy Protection Act (DPPA) form if you are seeking records which may contain personal or highly restricted personal information. The form must be completed for purposes of determining whether such information should be released or redacted.

Fees and charges related to obtaining or locating records may apply as outlined in the Public Records Fee Schedule.

Please allow 5 to 10 business days for your request to be processed

JUVENILE RECORDS REQUEST

Juvenile records must be obtained in person, by the person making the records request. Identification is required in order for records to be released. Unless a copy of the notarized driver's license has been provided by requesting party.

Juvenile Reports may be released to the following persons. Juvenile records are confidential under § 938.396 and will not be disclosed to the general public. Identification/documentation will be required prior to the release of information requested. To allow us to appropriately review your request, please check all of the following that apply:

Biological Parent

Guardian named by court

Legal Custodian given legal custody of the child by court order

Juvenile (14 years of age or older) requesting one's own report

Victim of the juvenile's act (for the sole purpose of recovering injury, damage or loss suffered as a result of the juvenile's act):

Victim's Insurer (when Court ordered restitution has not been made within 1 year – for the sole purpose of investigating the claim)

Insurance Company and/or representing Attorney – with a signed/written release from the juvenile's parent, guardian, or legal custodian

Submit the completed request form in-person or electronically to the following email address: policerecords@villageoffoxpoint.com