OPEN RECORDS REQUEST
MAUSTON POLICE DEPARTMENT

303 Mansion Street | Mauston, Wisconsin 53948
Phone: 608.847.6363 | Fax: 608.847.4989 | pdclerical@mauston.com

Juvenile information/records are confidential and generally not subject to release.

Date of Request: _____

INCIDENT INFORMATION

Enter information below about the incident(s) you are looking for:

Date/Approximate Date: _____ Case #: _____ Officer: _____

Location: _____

Involved Person(s): _____

Other Known/Misc Information: _____

_____

RECORDS REQUESTED

Check the boxes below that apply for the type of form of record(s) you desire to acquire

PAPER DOCUMENTS / RECORDS:

There will be a $2 charge per report, $0.25/page of extra documents accompanying a report (ie, witness statements or supplemental reports), whether emailed or printed, plus postage if mailed.

- ☐ Incident Report
- ☐ Statements
- ☐ Incident Supporting Documents
- ☐ Other: _____

MEDIA RECORDS:

- ☐ Video - *$10 charge/disc, plus postage if mailed*
- ☐ Photographs (circle) - *$10 charge/disc, or $0.25/page printed, plus postage if mailed*

  Printed **or** CD
- ☐ Audio Recordings *$10 charge/disc, plus postage if mailed*
- ☐ Other: _____

Requester will be required to prepay for all materials at the time of request.

How would you like to receive the records? ☐ Will pick it up ☐ Mail it ☐ Email it

CONTACT INFORMATION

Enter your contact information below so we may contact you appropriately regarding your request

Name of Requester: _____ DOB: ____/____/____
(First Name) (Middle Initial) (Last Name) (MM) (DD) (YYYY)

Mailing Address: _____ City / State / Zip: _____

Phone number: (____)____-_____ Email address: _____

Open records request will be processed during regular business hours and returned to the requester in a reasonable amount of time (typically two to four weeks, depending on circumstances). All requests will be reviewed and evaluated for eligibility of release in accordance with state and federal laws. Information acquired from DOT files are confidential. Third party addresses, phone numbers, DOB and other personally identifiable information may be redacted. Open records request are themselves a record and thus subject to future open records request.