



11300 N. Buntrock Avenue  
Mequon, Wisconsin 53092-1843  
Phone (262) 242-3500

**Police Department**  
FAX (262) 242-7655

**REQUEST FOR ACCESS TO PUBLIC RECORDS**

DATE OF REQUEST \_\_\_\_\_

Call when ready \_\_\_\_\_

REQUESTER'S NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

Street

City / State / ZIP

REQUEST MADE  In person  Mail  Phone  Fax

**IN DETAIL, DESCRIBE THE RECORD(S) REQUESTED:** include date(s), type of incident, location(s), name(s), and report number(s) if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

\_\_\_\_\_

**NOTE:** A request may not be refused because the requestor is unwilling to be identified or to state the purpose of the request (§19.35 Wis. Stats).

Public record requests will be accepted at any time. **Request for records will normally be processed Monday through Friday, 8:00 a.m. – 4:00 p.m.** Some requests may be processed the same day; others may take longer. The Mequon Police Department is committed in its response to all requests in accordance with Wisconsin State Statutes.

**OFFICE USE ONLY**

Date & time request received: \_\_\_\_\_

By whom: \_\_\_\_\_

Department document number(s): \_\_\_\_\_

**Release:**  complete  header only  **MV4000 only**

**Partial Release:**  all but medical info Other \_\_\_\_\_

**Denied:**  open investigation  JV info is exempt  HIPPA Other \_\_\_\_\_

\_\_\_\_ # pgs (25¢)=\$\_\_\_\_\_ # photos (\$1.75)=\$\_\_\_\_\_ # audio/video/DVD (\$15)=\$\_\_\_\_\_ Sales tax (.056) \$\_\_\_\_\_

\_\_\_\_ Clerical hours=\$\_\_\_\_\_ Fee total: \$ \_\_\_\_\_ Postage: \_\_\_\_\_

Records released or denied by: \_\_\_\_\_ Date: \_\_\_\_\_

**Reason for the request (Please circle only one)**

1. Authorized for use, if the requestor demonstrates that they have obtained the written consent from the person about whom the information pertains. This is not for DMV account holders.
  - a. I am requesting a copy of my own record.
  - b. I am a parent or legal guardian of a minor child and am requesting a copy of his/her record.
  - c. I am requesting the record of another person and have attached their written consent.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicle, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992 and the Clean Air Act.
3. A government agency (federal, state, local or tribal) or employed by such, for the purpose of the government agency to carry out its functions.
4. A federal, state, circuit, local or tribal court or employed by such, for the purpose of the court to carry out its functions.
5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
6. Authorized representative, agent, contractor or employed as such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
  - a. Verify accuracy of the personal information.
  - b. Obtain correct information, but only for the purposes of preventing fraud, pursuing legal remedies or collecting a debt.
7. Authorized for use in connection with any civil, criminal, administrative or arbitral proceeding in any federal, state, circuit, local or tribal court or agency; or before any self-regulatory body, including the service of process; investigation in anticipation of litigation; and the execution or enforcement of judgments and orders; or pursuant to an order of a federal, state, circuit, local or tribal court.
8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed or used to contact individuals.
9. Authorized representative, agent, contractor or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
  - a. Claims investigation
  - b. Anti-fraud activities
  - c. Rating or underwriting
10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.
12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver's license (CDL).
13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility. The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

Certification:

I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under Title 18 U.S.C Section 2724.

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*Signature of Requestor*

*Date Signed*