



**WHITEWATER POLICE DEPARTMENT OPEN RECORDS REQUEST**

312 W. Whitewater St., Whitewater, WI 53190

Phone: 262-473-0555 ❖ Fax: 262-222-5909 ❖ Email: police@whitewater-wi.gov

**Requests for open records will be responded to within 10 business days.**

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

**Requester's Contact Information:**

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Record Requested:** Case Number(s): \_\_\_\_\_

Date(s) & Time(s) of Incident: \_\_\_\_\_ Type of Incident: \_\_\_\_\_

Specific Location of Incident: \_\_\_\_\_

Involved Person:

Last: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ DOB: \_\_\_\_\_

**Describe in detail which records you are requesting:**

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

Request needed for Court proceedings Court Date: \_\_\_\_\_

**Cost to Requester:** The requester will be contacted if the open records request will result in fees charged.

- *Printed copy of open records:* Up to 15 pages no charge, more than 15 pages \$0.10/page
- *Postage:* Based on current postage rates ➢ *Audio/Video DVD:* \$1.00/each ➢ *Photos printed:* \$.75/photo
- *Records Review:* Cost based on employee's time spent reviewing records (if applicable)

**FOR AUTHORIZED USE ONLY – DO NOT WRITE BELOW THIS LINE**

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Date Received: \_\_\_\_\_ by:  Mail  Email  In Person  Phone  Fax

Contact Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....  
Date of Disbursement: \_\_\_\_\_ Method:  Mail  Email  In Person  Phone  Fax

Items Disbursed: \_\_\_\_\_  Juvenile Record

\_\_\_\_\_