

**REQUESTOR PLEASE NOTE**

Under Wisconsin law, a request for access to a public record is deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. See Sec. 19.6591(3)(h), Wis. Stats.

Under Wisconsin law a request for access to a public record may not be refused "because the person making the request is not willing to be identified or state the purpose of the request". See Sec. 19.35(1)(3)(i), Wis. Stats. You are being asked to provide the information called for on a voluntary basis. Thank You.

**RECORD FEES**

**Records**

Paper Records (8 1/2 x 11, one-sided, black/white)	_____ @ \$0.05 per page = \$ _____
Paper Records (8 1/2 x 14 or 8 1/2 x 17, one-sided, black/white)	_____ @ \$0.05 per page = \$ _____
Paper Records (8 1/2 x 11, one-sided, color)	_____ @ \$0.05 per page = \$ _____
Paper Records (8 1/2 x 11, copies from microfiche)	_____ @ \$1.00 per page = \$ _____
Crash Reports	_____ @ \$5.00 = \$ _____
Electronic Records (PDF format, delivered on CD)	_____ @ \$10.00 per CD = \$ _____

**Photos**

Photo Reprints (digital, plain paper, color, one-sided)	_____ @ \$1.00 per page = \$ _____
Photo on CD (unlimited, up to CD capacity)	_____ @ \$10.00 per CD = \$ _____

**Audio / Video Recording**

Audio Recordings (provided on CD)	_____ @ \$10.00 per CD = \$ _____
AV Recordings (provided on DVD)	_____ @ \$10.00 per DVD = \$ _____

**High Capacity Blue Rays**

\_\_\_\_\_ @ \$25.00 per Disc = \$ \_\_\_\_\_

**Database Reports**

Database Report (established report provided on CD)	_____ @ \$5.00 per CD = \$ _____
Database Report (established report on paper – 8 1/2 x 11, on-sided, black/white)	_____ @ \$0.25 per page = \$ _____
Additional charges for reports created and delivered on paper (8 1/2 x 11)	_____ @ \$0.25 per page = \$ _____
Additional charges for reports created and delivered on CD	_____ @ \$10.00 per CD = \$ _____

**Locating Records**

Records requiring substantial locating (charged after \$50 threshold reached) \_\_\_\_\_ @ \$17.87 per hour = \$ \_\_\_\_\_

**Record Checks**

Certification of "No Record" letter (adoption, immigration, employment, etc.) \_\_\_\_\_ @ \$5.00 per letter = \$ \_\_\_\_\_

Postage Fee \$ \_\_\_\_\_

**TOTAL FEES:** = \$ \_\_\_\_\_

Please submit payment to: Mt. Pleasant Police Dept.  
8811 Campus Dr.  
Mt. Pleasant, WI 53406

**Revised 05-21-2021**

**\*\*Please return copy of invoice with payment\*\***