

Mail to: Mt. Pleasant Police Department
6200 Durand Ave.
Racine, WI. 53406

13.03.02

REQUEST FOR ACCESS TO PUBLIC RECORD

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. 19.65(1)(3)(h), Wis. Stats.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR MADE:

Requestor please note. 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 below on a voluntary basis. Thank you.

Please allow 2-4 days for completion of your request. All requests must be approved by a supervisor of the Mt. Pleasant Police Department. There is a \$0.25 per page copy fee for all record requests. Accident reports are \$5.00

REQUESTOR'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____

DATE OF REQUEST: _____ TIME: _____ AM / PM

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FOR DEPARTMENT USE ONLY

Complaint/Call #: _____ Request Received By: _____

Request approved - YES NO Authorized By: _____

Date of approval / denial: _____ Requestor Notified? _____

Requestor Notified By: _____
(Supervisor, date, time)

Reason for denial (if applicable): _____

Cost: _____

Only written requests submitted to the Police Department will be accepted. Electronic submissions are not accepted.