



MOUNT PLEASANT POLICE DEPARTMENT
 8811 Campus Drive · Mount Pleasant, Wisconsin 53406
 (262) 884-0454 Phone · (262) 664-7901 Fax

Matthew Soens
 Chief of Police

13.03.02 REQUEST FOR ACCESS TO PUBLIC RECORD
TODAYS DATE _____

FILL OUT THE INFORMATION IN THE BOX LEGIBLY

1. Requested Police Report(s) _____

Include Photos (if applicable)

Other _____

2. Requested Database Report listing all "adult" contacts with (include name, sex, race and date of birth of person)
 _____ from (date) _____ to (date) _____

3. Requested Database Report of all Police contacts at (address in Village of Mt. Pleasant)
 _____ From (date) _____ to (date) _____

5. Name of person /entity requesting records _____
 (name asked for convenience of return only – not to be required per statute)

6. Address _____ City _____ State _____ Zip _____

Phone / Fax _____

METHOD OF RETURN

U.S. Mail (upon receipt of payment) Pick up at Mt. Pleasant PD Fax (upon receipt of payment)
 (self addressed stamped enveloped required or add \$0.50)

Please expect a minimum 10-day processing in the production of records. Reports generated from databases take more time than photocopies of existing documents. All requests will be provided (if available) or denied as soon as practical and without delay. Requests expected to exceed \$25.00 require payment in advance.

SEE REVERSE SIDE FOR RECORDS FEES and REQUEST AND DENIAL STATEMENTS

NOTE: Criminal history (criminal arrest listings and dispositions) are ONLY available from the State of Wisconsin Wisconsin Crime Information Bureau / Record Check Unit / P.O. Box 2688 / Madison, WI 53701-2688 / (608)266-6764 Fees are \$13.00 for the public, \$5.00 for government agencies, and \$2.00 for non-profit agencies

OFFICE USE ONLY

Complaint/Call #: _____

Request Received By: _____

Request approved - YES NO

Authorized By: _____

Date of approval / denial: _____

Date Requestor Notified? _____ by _____

Reason for denial attached: _____

Total Cost \$ _____