

**Agency Use**

Request Received:

Date: \_\_\_\_\_

Mail  In Person

Phone/Online

Request Approved:  Yes  No

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Juvenile Information:  Yes  No

**Fees**

Number of Pages: \_\_\_\_\_ @\$.50/page

Video:  Yes  No

\$25.00 64 gb USB, \$50.00 128gb USB  
(Police issued USB's only)

Printed Photos:  Yes  No

\$1.00/photo

Mailing Cost: \$ \_\_\_\_\_

Total cost: \$ \_\_\_\_\_

Notes:

\_\_\_\_\_

\_\_\_\_\_

*Pulaski Police Department  
P.O. Box 320  
Pulaski, WI 54162*

*Return Address*

# Open Records Request Form



*Pulaski Police Department*

*421 S. St. Augustine St.*

*Pulaski, WI 54162*

*Telephone: 920-822-5613*

*Fax: 920-822-3209*

# Open Records Request

The Pulaski Police Department will provide access to department records and information in accordance with Federal and Wisconsin open records laws. Access to information and records shall be conducted in accordance with the provisions of state statutes and our department policy.

## Incident Reports

If you are requesting a copy of a report that pertains to you personally, you will receive a copy of the report with all of your “personal information” contained therein. You must properly identify yourself when requesting a record(s) so that we can locate the record pertaining solely to you. All other personal information pertaining to other individuals/drivers may be redacted (blacked out). To receive an un-redacted report you must properly execute the DPPA permissible use records request form, attesting your eligibility for one or more of the permissible uses listed, or you may provide a written and notarized DPPA personal release form signed by each person named in the report.

## Traffic crash/Accident Reports

Insurance companies and licensed attorneys may hold a permissible use under Federal law and can obtain complete traffic crash reports (without blackouts). **Motorists may wish to first contact their insurance agency or lawyer and have them obtain the report on the driver(s)/passenger(s) behalf.** Un-redacted (without blackouts) traffic accident/crash reports may be obtained from the Wisconsin Depart. Of Transportation by calling (608) 250-4606 or online at wisconsindot.gov.

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

## Requestor's Information

Name: \_\_\_\_\_

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

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

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

Case Number: \_\_\_\_\_

Type of Incident, crime type: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information/Person(s) involved:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(May take up to ten (10) days to process the request.)



For more information regarding Federal and Wisconsin open records laws please visit:

[www.foia.gov](http://www.foia.gov) Freedom of Information Act

Wisconsin Public Records Laws - Wis. Stat. §§ 19.31 – 19.39

## Contact Us

**Pulaski Police Department**

421 S. St. Augustine St.

PO Box 320

Phone: 920-822-5613

Fax: 920-822-3209

Visit us on the Web:

[www.villageofpulaski.org](http://www.villageofpulaski.org)