

BROWN DEER POLICE DEPARTMENT
4800 WEST GREEN BROOK DRIVE
BROWN DEER, WI 53223
PH: 414-371-2900 FAX: 414-371-2929

REQUEST FOR ACCESS TO PUBLIC RECORDS

Based upon the Federal Driver's Privacy Protection Act, this request must be completed before information containing personally identifiable information in the police report can be released without redaction. Knowledge of what access and uses are permitted under the listed Federal Act is the responsibility of the requester.

SECTION I. REQUESTER INFORMATION (Please Print)

Name of Person Completing Form: _____

Firm/Corporation: _____

Street Address: _____

Phone Number: _____

SECTION II. RECORD INFORMATION SHEET (Please Print)

Date of Accident/Incident: _____

Location of Accident/Incident: _____

Party Name to the Accident/Incident: _____

Requester, 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." However, "a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." (See State Statute 19.35(1)(h), Wis Stats.

Pursuant to Sec. 19.35 (4) (b), Wis Stats, you are hereby notified that if your request was made in writing and denied in whole or in part, you have a right to review by "Writ of Mandamus" or upon application to the District Attorney, or Attorney General.

Request taken by: _____	Date Completed: _____
Action Taken:	Completed By: _____
<input type="checkbox"/> Request approved in whole	Fee: _____
<input type="checkbox"/> Request approved in part	Notification Date: _____
<input type="checkbox"/> Request denied (see Section IV)	Notified by: _____
Approved/Denied by: _____	Date Delivered to Requester: _____
AGENCY USE ONLY	AGENCY USE ONLY

SECTION III. AUTHORIZATION

The Driver's Privacy Protection Act is enforced by the United States Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from an accident report or other police record, or the information was acquired through the Wisconsin Department of Transportation System and it is determined that these records are used for purposes other than as stated in this Request.

I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified accident/incident report and personal information based upon the following **(mark all applicable boxes)**:

- 1. Authorized for use, if requester has obtained the written and notarized consent from the person about whom the information pertains.
 - I am requesting a copy of my own record.
 - I am a parent or legal guardian of a minor child and I am requesting a copy of their record.
 - I am requesting the record of another person and have attached their written and notarized consent.

- 2. For use in connection with matters of a motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992 and the Clean Air Act.

- 3. A government agency (Federal, State, local or tribal) or employed by such, for the purposes of the government agency to carry out its official functions.

- 4. A federal, state, circuit, local or tribal court, or employed by such, for the purposes of the court to carry out its official functions.

- 5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.

- 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
 - a. Verify accuracy of the personal information;
 - b. Obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a debt.

- 7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceedings in any federal, state, circuit, local, or tribal court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state, circuit, local, or tribal court. Client's Name: _____

- 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed, or used to contact individuals.

Date Range: _____ Kind/Nature: _____

- 9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
 - a. Claims investigation;
 - b. Anti-fraud activities;
 - c. Rating or underwriting. Client's Name: _____

- 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.

- 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.

- 12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial driver license (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

Certification

I(we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in civil and criminal penalties imposed under Title 18 U.S.C. Section 2724. I/We will also defend, indemnify, and hold harmless the Village of Brown Deer and its employees or agents from all claims, actions, damages, or losses, arising from my/our representations made in the execution of the firm, whether said representations were negligently or intentionally in nature made to said Village.

X _____
 (Requester Signature) (Date Signed)

SECTION IV. REASON(S) FOR DELETION OR DENIAL (For Agency Use Only)

- 1. This portion identifies a juvenile.
- 2. This portion names law enforcement personnel. Disclosure will impair their effectiveness in their duties and subject them to harassment and physical injury.
- 3. This portion identifies a person. Disclosure of such person in this context would be likely to have a substantial adverse effect on their reputation.
- 4. This portion, if released, would result in harm to the public interest which outweighs the legislative policy of allowing inspection of public records.
- 5. This portion contains investigative information.
- 6. This portion contains confidential information furnished only by a confidential source who has requested anonymity as a condition of supplying this information.
- 7. This portion would identify a confidential source and would endanger the life or physical safety of this source.
- 8. This portion would identify a confidential source and this would jeopardize a criminal investigation.
- 9. This portion will jeopardize an ongoing criminal investigation in that it will disclose evidence.
- 10. This portion would disclose the contents of a communication between administrative or executive personnel on matters of policy the disclosure of which would inhibit the frank and full discussion of matters necessary to set policy.
- 11. This portion contains employee performance evaluation data.
- 12. This information is unsubstantiated, if released it would unduly damage the reputation of the individual(s) involved.
- 13. Other: _____