



# Village of East Troy

Police Department  
2015 Energy Dr.  
East Troy, WI 53120  
Phone (262)642-6250  
Fax (262)642-6266  
[etpd@easttroywi.gov](mailto:etpd@easttroywi.gov)

## OPEN RECORDS REQUEST

Fill in all information requested, please be specific as possible. You will be contacted when your request is ready for pick up in accordance with S.S. 19.35(4). If no phone number is provided, your request will be left for pick up for a period of 7 days. If the requested information is not picked up within 7 days, a new request will be required and you will be charged for both record searches prior to being provided copies of your requests.

*In making this request, I understand that I may be charged in accordance with the Village of East Troy fee schedule, for the various services requested. There is no cost to view the reports requested.*

DATE OF REQUEST: \_\_\_/\_\_\_/\_\_\_      TIME OF REQUEST: \_\_\_:\_\_\_ AM/PM

### PERSON REQUESTING RECORDS: (NOT REQUIRED)

NAME: \_\_\_\_\_ DOB \_\_\_/\_\_\_/\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

### RECORD REQUESTED

INCIDENT NUMBER: \_\_\_\_\_  
(NOT REQUIRED)

DATE OF INCIDENT: \_\_\_/\_\_\_/\_\_\_      TIME OF INCIDENT: \_\_\_:\_\_\_ AM/PM

SPECIFIC LOCATION OF INCIDENT (HOUSE #, STREET, CITY, ETC.): \_\_\_\_\_

NAME OF INVOLVED PERSON: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

DESCRIBE RECORDS REQUESTED: \_\_\_\_\_

### CHARGE FOR RECORDS

**ACCIDENT REPORTS: \$3.00**

**COPIES OF REPORTS: \$3.00 FOR THE FIRST 20 PAGES (ONE SIDED)**  
**\$0.25 FOR ADDITIONAL PAGE: (PER SIDE)**

**COPIES OF FLASH DRIVE: \$15.00 (PER COPY)**

**ACTUAL COST OF POSTAGE OR \$5.00, WHICH EVER IS GREATER, WILL BE ADDED FOR MAILED REQUESTS IN ADDITION TO THE COST OF COPIES PER ABOVE**

**IF SEARCH HOURS ARE NEEDED: CURRENT HOURLY RATE OF THE EMPLOYEE DOING THE SEARCH WILL BE ADDED.**

### DISPOSITION OF REQUEST

APPROVED: YES/NO      MAILED/PICKUP \_\_\_/\_\_\_/\_\_\_

# OF PAGES: \_\_\_\_\_ TOTAL CHARGE: \$ \_\_\_\_\_ EMPLOYEE INITIALS: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_