



City of Wautoma Police Department
210 E. Main St.
Wautoma, WI 54982
 Phone: 920-787-4044 Fax: 920-787-4505
 Email: wautmunct@centurytel.net

OPEN RECORDS REQUEST

I, _____ request the following records pursuant to the OPEN RECORDS law, Wisconsin Statutes, Section 19.21 et. seq.:

Incident Case No.: _____ Date/Time of Incident: _____

Location of Incident: _____

NOTE: Reports will have all personal information and highly restricted personal information redacted unless the requester meets the permissible use requirements specified under the DRIVER'S PRIVACY PROTECTION ACT (DPPA) (18 USC SS 2721). If applicable, records may also be redacted pursuant to Wisconsin Statute Chapter 19 (Public Records Law) and any other relevant state and federal laws.

PERMISSIBLE USES UNDER THE DPPA (CHECK ONE):

- 1. *Authorized Use. Requesting own record or have signed informed consent of individual requesting record (i.e. attorney, legal guardian, parent of minor child, etc.)
- 2. For use by a local, state, or federal government employee or contractor for carrying out it's official functions. (Provide Name of Agency: _____).
- 3. For use in connection with matters of motor vehicle or drive safety and theft.
- 4. For use in the normal course of business by a legitimate business to verify accuracy of personal information and/or ot obtain correct information. (Provide name of business: _____).
- 5. *For use in connection with any civil, criminal, administrative or arbitration proceeding in a court of law or self-regulatory body or pursuant to court order.
- 6. For use in research activities, as long as information is not published, redisclosed, or used to contact individuals.
- 7. *For use by any insurer/insurance company, or its agents, to investigate claims, etc. (Provide name of insurer/ insurance company: _____).
- 8. For use in providing notice to the owners of towed or impounded vehicles.
- 9. For use by any licensed private investigation agency or licensed security service.
- 10.*For use by an employer/agent to verify a commercial driver's license.
- 11. For use in connection with the operation of private toll transportation facilities.
- 12. For use in bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains.
- 13. For any other use specifically authorized by the laws of the State of Wisconsin, if use is related to the operation of a motor vehicle or public safety. (Provide Statute: _____).
- 14. None of the above.

In order to verify that requested has a permissible use as set forth in the DPPA, requester should submit the following information:

Requester Information:

Name: _____

Firm/Business: _____

Name of Person Completing the Form: _____

Phone Number: _____

Street Address: _____

City, State and Zip code: _____

(You are not required to provide your name, contact information, or proof of identification. However if no name, contact information or proof of identification is provided, then personal information and highly restricted personal information may be redacted from the record.)

Please Note: It shall be unlawful for any person knowingly to obtain or disclose personal information, from a motor vehicle record, for any use not permitted. It shall be unlawful for any person to make false representation to obtain any personal information from an individual's motor vehicle record. 18 U.S.C. §2772 (a) & (b). A Person who knowingly obtains, discloses or uses personal information, from a motor vehicle record, for a purpose not permitted, shall be liable to the individual to whom the information pertains,

The court may award: (1) actual damages, but not less than liquidated damages in the amount of \$2,500; (2) punitive damages upon proof of willful or reckless disregard of the law; (3) reasonable attorneys' fees and other litigation costs reasonably incurred; and (4) such other preliminary and equitable relief as the court determines to be appropriate. 18 U.S.C. §2724(a)

Dated: _____ Signature of Requester: _____

Approved for release by: _____

Requester will be responsible for payment of any and all copies requested @ 25 cents a page; \$3.00 for each photo requested; \$20.00 for digital recording reproductions; plus postage and handling if applicable.