



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

**Chief of Police Robert J. Botsch**

## Request for access to public records

*Requester, please note: Under Wisconsin Law, a request for public records may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." See WI State § 19.35 (1)(h).*

Today's Date \_\_\_\_\_

Name of Requester completing form \_\_\_\_\_

Firm/Corporation (if applicable) \_\_\_\_\_ Mailing Address \_\_\_\_\_

Telephone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Records distribution preference (Fees may apply)  Mailed  Pick up  Email  Fax

Type of record(s) being requested (Be Specific) \_\_\_\_\_

### Information associated with the request:

<b>Subject's Name</b> _____	<b>Incident Location</b> _____
<b>Report number (If known)</b> _____	<b>Date of Incident:</b> _____
<b>Comments</b> _____	
_____	
_____	

*Please expect a minimum of 10 days to process records. Reports generated from a database take more time to acquire than copies of existing documents. Requests will be processed (if not prohibited) as soon as practicable and without delay. Per § 19.35(3)(f) a prepayment of such cost associated with an open record request over \$5.00 may be required before processing such open records request.*

**Fee examples:** Photocopies \$.25 per page/side, 4.7 GB DVD \$.30 per disk, Postage – Current rate \***See fee cost sheet for a complete list of expenses\***  
*ref. WI State Statute 19.35(3)(a).*  
Locating Records fee: (charged if the cost exceeds \$50). Amount starting at \$25.44 per hour.  
*Reference- 72 Op. Att'y Gen.68, 70*  
**Total Cost \$** \_\_\_\_\_

Office Use Only  
Complaint/Call # \_\_\_\_\_  
Request Received by \_\_\_\_\_ Processed by \_\_\_\_\_  
Redacted  Yes  No Request Approval by \_\_\_\_\_  Yes  No  
(If prohibited, reason)  
(Explain) \_\_\_\_\_  
\_\_\_\_\_