



ROTHSCHILD POLICE DEPARTMENT

211 Grand Avenue
Rothschild, WI 54474
Phone: 715/359-3879 / Fax: 715/359-8522



Open Records Request

***The following information is required to process the requested reports or records.
You will be notified within ten working days if your request will be granted.***

Date of Request _____ **Purchase A Copy** **Read Only**

REQUESTED INFORMATION (BE SPECIFIC)

Case Number (If Known) _____

Records Concerning (Name of Person) _____

Date of Birth (For person you are requesting information on) _____

Date / Time of Incident _____

Items Requesting:

- | | | |
|--|---|---|
| <input type="checkbox"/> Accident Report | <input type="checkbox"/> Officer's Narrative Report | <input type="checkbox"/> Dispatch Information |
| <input type="checkbox"/> Citation | <input type="checkbox"/> Background Check | <input type="checkbox"/> Photographs on CD |
| <input type="checkbox"/> Squad Digital Video Recording | <input type="checkbox"/> Body Camera Footage | |

PERSON REQUESTING INFORMATION

Name _____

Business Name _____

Address _____

Telephone _____ Fax # _____

Email _____

OFFICE USE ONLY

- Approved Denied No Record On File

Information Released _____

Legal Custodian _____ Date _____

**CERTIFICATION TO RECEIVE PERSONALLY
IDENTIFIABLE INFORMATION COVERED UNDER THE
DRIVER'S PRIVACY PROTECTION ACT**

Based upon the Driver's Privacy Protection Act, the following information must be completed before records containing personal information, as defined in 18 U.S.C. §2725(3), and highly restricted personal information, as defined in 18 U.S.C. §2725(4), can be released without redaction. Knowledge of the uses permitted under the Federal Act is the responsibility of the requestor.

CERTIFICATION OF APPLICABLE USE(S)

I/We do hereby certify that we are authorized under the Federal Driver's Privacy Protection Act to obtain the personal information contained in records in the possession of the Rothschild Police Department based upon the following:

- 1. Authorized for use, if Requester has obtained the written 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 his/her record.
 - I am requesting the record of another person and have attached their written 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 a person employed by such, for the purposes of the law enforcement agency to carry out its official functions.

- 6. Authorized representative, agent, contractor, or employed by such, of a legitimate 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 proceeding 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.

- 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.

- 9. Authorized representative, agent, contractor, or employed by such, of an insured, insurance support organization or self-insured entity and the record being requested will only be used in connection with the following: (a) claims investigation; (b) anti-fraud activities; (c) rating or underwriting.
- 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 any purpose 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's License (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

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 record, or information acquired from the Department of Motor Vehicles or through the TIME Electronic Record System and it is determined that these records are used for purposes other than as stated in this Request. In such instances, penalties may be imposed pursuant to Title 18 USC, Section 2724 of the United States Code.

Signature of Requester

Date