



Black River Falls Police Department

Open Records Request

Date of Request _____ Employee Receiving Request _____

Reports/Records wanted: _____

*A request for records is sufficient if it reasonably describes the requested record or the information requested. A request for a record without reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request.

*Person filling out request please redact all social security numbers, driver's license numbers and juvenile information from the record.

Additional information regarding records request: _____

How received: In person _____ Phone _____ Mail _____ Fax _____

Requested by: _____

(A person making a request is not required to identify himself or state the purpose of the request)

Copies _____ Pick up _____ Mail _____ Fax _____ Number: _____

Mail address: _____

Records Custodian Approving: _____ Date: _____

Charge: _____ Date paid: _____

Fees:

- Incident report-----\$.25 per page
- Traffic Accident Report-----\$.25 per page
- Black River Falls Arrest Record Check-----\$.25 per page
- Photograph-----\$.25 per print
- Audio/video recording-----\$2.00 per disk

The actual cost of mailing shall be added when applicable.

If the actual direct cost of locating a record request exceeds \$50.00, this cost shall be added to the fee. The fee invoice shall reflect the time and rate for this cost.

The department reserves the right to require a prepayment for the record request if the requestor has not previously done such business with the department or declines to reveal their identity and the fee will exceed \$5.00.