

REQUEST FOR RECORDS

NOTE: This page one is not required by law. However, the more information you can provide, the quicker we can locate the record(s) you are requesting. The following pages two, three, and four are required before information containing personally identifiable or highly restricted identifiable information in the police record can be released without redaction per the Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721). Knowledge of what access and use are permitted under the listed DPPA is the responsibility of the requester.

Employee Taking Request: _____

Date of request: _____ **Time of request:** _____

PERSON REQUESTING RECORDS: *PLEASE PRINT*

First Name: _____ MI _____ Last name _____ DOB: _____

Address: _____ Phone: _____

CITY/STATE/ZIP: _____ Fax: _____

E-Mail Address: _____

RECORD REQUESTED: {CIRCLE TYPE(S)}

Documents-Incident Documents-Accident Documents-Arrest Documents-Traffic/Mun Citation(s)

Records Other: _____ Photographs Video

DATE(S) OF INCIDENT: _____ TIME OF INCIDENT(S): _____

SPECIFIC LOCATION OF INCIDENT: _____

HOUSE #, STREET, # Apt #, ETC.

INVOLVED PERSON(S): _____ DOB: _____

ADDRESS: _____ PHONE: _____

OFFICER(S) INVOLVED: _____

DESCRIBE RECORD(S) REQUESTED:

{CASE NUMBER or ANY INFORMATION THAT WILL ASSIST THE EVANSVILLE POLICE DEPARTMENT IN FULFILLING THE REQUEST}

CIRCLE ONE: E-MAIL U.S. MAIL WILL PICK UP / DATE & TIME _____

Required for Disclosure of Personal Information or Highly Restricted Personal Information

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. § 2721) prohibits the disclosure of certain "personal information" or "highly restricted personal information" which originates from a State motor vehicle record. Under current controlling law, disclosure of each item of "personal information" or "highly restricted personal information" must be justified by the specific permissible use identified below. Failure to provide such justification may result in redaction of the record requested. Such information shall not knowingly be disclosed or otherwise made available without the express consent of the person to whom the information pertains or unless specifically permitted by the DPPA. For purposes of determining whether such information should be released or redacted, please complete and return this form. Knowledge of what access and use are permitted under the listed Federal Act is the responsibility of the requester.

Section I. Requester Information

Name of person completing Form: _____

Firm/Corporation: _____

Phone Number: _____

Street Address: _____

Section II. Record Information Sheet

Date of Accident/Incident: _____

Location of Accident/Incident: _____

Phone Number: _____

Party Name to the Accident/Incident: _____

Section III. Authorization

The Drivers 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 personally identifiable information from an accident report or other police record if the information was acquired through the Wisconsin Department of Transportation System. I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified record and personally identifiable information based upon the following (mark all applicable boxes):

This form is not applicable. I understand some information in the record(s) will be redacted. (If you check this box, you are done. The following exemptions do not apply to you.)

1. Authorized for use, if the requester demonstrates that they have obtained the written consent from the person about whom the information pertains. This is not for DMV account holders.
- I am requesting a copy of my own record.
 - I am a parent or legal guardian of a minor child and 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-Theft Act of 1992 and the Clean Air Act.
3. A government agency (federal, state, local or tribal) or employed by such, for the purpose of the government agency to carry out its functions.
4. A federal, state, circuit, local, or tribal court, or employed by such, for the purpose of the court to carry out its functions.
5. A Wisconsin or out-of-state law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
- a. verify the accuracy of the personal information submitted by the individual to the business;
 - b. if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
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.
Print Client's Name _____
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.
Date Range: _____ Kind/nature: _____
9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the vehicle/driving record(s) being requested will be used only in connection with the following:
- a. Claims investigation;
 - b. Anti-fraud activities;
 - c. Rating or underwriting.
- Print Client's Name _____
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 for a purpose permitted under the DPPA.
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 license (CDL).
13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.
14. For any other use specifically authorized under the law of the State that holds the record, if such use is related to the operation of a motor vehicle or public safety.

Section IV. Penalties

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court.

Section V. Certification

I agree that the use of the records I have requested is specifically authorized under the laws of the State of Wisconsin and the DPPA and that my intended use of the records is related to the operation of a motor vehicle or public safety or for other use as identified above.

I certify that the information and statements on this request are true and correct and understand that the unauthorized disclosure of information obtained from these records for a purpose other than stated on this request form, or the sale or other distribution of the information to a person or organization not disclosed in this request, may result in civil and criminal penalties imposed under Title 18 U.S.C. Section 2724.

I further understand that I have the right to request a mandamus review of the responses provided to this request under Wisconsin Statute Section 19.37(1).

Requester Signature

Date Signed

NOTE:

WE WILL ATTEMPT TO FULFILL ALL RECORD/DOCUMENT REQUESTS AS SOON AS POSSIBLE. POLICE RECORDS WILL BE MADE AVAILABLE WHEN THEY ARE COMPLETED, SUBMITTED, REVIEWED, AND APPROVED. PLEASE ALLOW 7-14 BUSINESS DAYS FROM ORIGINAL REQUEST. CERTAIN REQUESTS MAY TAKE LONGER THAN 7-14 DAYS TO FULFILL, IN WHICH CASE YOU WILL BE NOTIFIED THAT MORE TIME IS NECESSARY. IF YOU HAVE QUESTIONS, DIRECT ALL INQUIRES TO: CHIEF OF POLICE 608-882-2299.

- The requester will be charged \$1.00 for the first page and \$0.25 per additional page with a minimum fee of 2.00. See sec. 19.35(3)(a), Wis. Stats.
- The requester may be charged an hourly rate as permitted by law. See sec. 19.35(3)(c) Wis. Stats.
- The requester may be charged mailing and shipping fees. See sec. 19.35(3)(d), Wis. Stats.
- Prepayment may be required as permitted by law. See sec. 19.35(3)(f), Wis. Stats.
- Prepayment may be required as permitted by Wis. Stat. sec. 19.35(3), if the cost to reproduce the record is going to exceed \$5.

Updated 08-06-14 SMc

Reviewed 01-28-17 SMc

Updated 02-04-17 SMc

Updated 05-24-17 SMc