

BELOIT POLICE DEPARTMENT

Open Records Request



Under Wisconsin State Statutes, certain information may not be released. This includes, but is not limited to, information regarding juveniles, active investigations, pending prosecution, DPPA information, and medical/personal information.

Under state law, a request for access to a public record "is deemed sufficient if it reasonably describes the requested record or information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request." §19.35(1)(h), Wis.Stats.		
Describe the requested record or information you are requesting:		
Date of incident:	Location:	Incident #: (if known)
Type of incident:		
Please note that the following information is not required, however, the information may assist the Department in responding to your request.		
Officer(s) involved:		
Persons Involved: (Last name, First Name, Middle Initial)	Sex/Race	Date of Birth
Relationship to subject(s) in the Information Requested:		
Purpose of Request:		
Specific information you are looking for in video (if applicable):		

A request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." §19.35(1)(i), Wis. Stats. You are being asked this information on a voluntary basis. If you choose not to provide this information, your request will be treated as an anonymous request. If the requested record includes information that is restricted per state statute or department policy, there are limitations on what can be released and to whom it can be released. If the identity of the requester cannot be determined the request may be denied. If the requestor is a parent of a juvenile whose record is being requested, proof of parentage is REQUIRED.		
Requester Name: (Last Name, First Name, Middle Initial)		
Phone Number:	Email Address:	
Mailing Address:		
Signature:		Date:
Fees are in accordance with the City of Beloit Fee Schedule, Beloit Municipal Code §1.02(4), effective 01/01/2018. The Beloit Police Department will require a cash deposit adequate to assure payment, if the estimated fees exceed \$5.00. Your request will be processed as soon as practical; however, a reasonable time for a response to any specific request depends on the nature of the request.		

FOR CITY OF BELOIT POLICE PERSONNEL USE				Open Records #:
Received by: (employee name/employee number)				Date:
<input type="checkbox"/> No arrest	Last Activity Date:	Officer:	<input type="checkbox"/> Closed per:	
<input type="checkbox"/> Arrest/Incident referred to	<input type="checkbox"/> C.A.	<input type="checkbox"/> D.A.	<input type="checkbox"/> Juvenile Probation	Court Date:

Certain information within department files may only be released to authorized persons under the Federal Driver's Privacy Protection Act (DPPA law). If you feel that you meet one of the below exemptions, please check all statements below that allows you the authorization to obtain personal information:

<input type="checkbox"/>	1. Authorized for use, if the requestor demonstrates that they have obtained the written and notarized consent from the person about whom the information pertains.
<input type="checkbox"/>	<input type="checkbox"/> I am requesting a copy of a record containing my own information.
<input type="checkbox"/>	<input type="checkbox"/> I am a parent or legal guardian of a minor child and am requesting a copy of my child's record.
<input type="checkbox"/>	<input type="checkbox"/> I am requesting the record of another person and have attached their written and notarized consent.
<input type="checkbox"/>	2. For use by a government agency (federal, state, local or tribal) or employed by such, for the purpose of the government agency to carry out its functions.
<input type="checkbox"/>	3. For use in connection with matters of 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.
<input type="checkbox"/>	4. A federal, state, circuit, local, or tribal court, or employed by such, for the purpose of the court to carry out its functions.
<input type="checkbox"/>	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.
<input type="checkbox"/>	6. For use by an 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:
<input type="checkbox"/>	<input type="checkbox"/> Verify the accuracy of the personal information submitted by the individual to the business.
<input type="checkbox"/>	<input type="checkbox"/> 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.
<input type="checkbox"/>	7. 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.
<input type="checkbox"/>	8. 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.
<input type="checkbox"/>	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:
<input type="checkbox"/>	<input type="checkbox"/> Claims investigation;
<input type="checkbox"/>	<input type="checkbox"/> Anti-fraud activities;
<input type="checkbox"/>	<input type="checkbox"/> Rating or underwriting.
<input type="checkbox"/>	10. For use in providing notice to the owners of towed or impounded vehicles.
<input type="checkbox"/>	11. For use by an authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal Driver's Privacy Protection Act.
<input type="checkbox"/>	12. For use 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).
<input type="checkbox"/>	13. Authorized for use by an authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

The Driver Privacy Protection Act (DPPA) is enforced by the US Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing, or using personal information from an accident report or other police record, or the information was acquired through the Wisconsin Department of Transportation System and it is determined that these records are used for purposes other than as stated in this Request.

CERTIFICATION

I/We certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, 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/We will also defend, indemnify, and hold harmless the City of Beloit and its employees or agents from all claims, actions, damages, or losses, arising from my/our representations made in the execution of this form, whether said representations were negligently or intentionally in nature made to said City.

X _____
Signature of the Requestor

Date Signed