



## Village of Williams Bay Police Department

PO Box 580  
250 Williams Street  
Williams Bay, WI 53191



Phone: 262.245.2710

Chief Justin P Timm

Fax: 262.245.2711

### **OPEN RECORDS REQUEST**

In an effort to fill your request in the shortest amount of time, please be as specific as possible. **Records will not be available on the same day they are requested. State law allows us up to ten days to fill requests.** They will be filled in the order in which they are received. You will be contacted by email and/or phone when your request is ready in compliance with state statute 19.35(4). If the record is not picked up within 7 days, you must submit a new request and will be charged for BOTH searches.

Requestor's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Specific records being requested (name, DOB of person(s) involved, date, time, location, and case number):

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#### **Please Note:**

- Any records that are part of an open investigation cannot be released until after the case has been closed.
- Records that name or indicate a minor can only be released to a parent/guardian. Proof of identity is required at the time of pick-up.
- Crash reports must be retrieved at [www.crashreports.wi.gov](http://www.crashreports.wi.gov). Please allow 72 hrs before attempting to access.
- Records must be picked up in person and within 7 days of being notified they are ready.
- There is a charge for all records (see below). **Cash only – please bring exact change.**

**Request forms may be dropped off at the Police Department or emailed to [szander@vi.williamsbay.wi.gov](mailto:szander@vi.williamsbay.wi.gov)**

#### **Cost:**

Incident Reports: \$2.00 for 5 pages or less; \$3.00 for 6-10 pages; \$4.00 for 11-15 pages  
Photographs: \$2.00 per each 3x5 print; \$3.00 per each 5x7 print; \$5.00 for each 8x10 print  
CD/DVD: \$5.00 per CD; \$10.00 per DVD

\*Location fees & transcription fees may be applied. If applicable, you will be notified prior to filling your request.

For Office Purposes Only:

**AMOUNT DUE:** \_\_\_\_\_

Date Picked Up: \_\_\_\_\_ Officer: \_\_\_\_\_ Case #: \_\_\_\_\_