

Berlin Police Department

Chief Dennis W. Plantz ★ ★ ★ Captain Kevin J. Block

108 N. Capron St., P.O. Box 291

Berlin, WI 54923

Telephone: 920-361-0444 • Fax: 920-361-4313

Service to the Community is our Primary Business

OPEN RECORDS REQUEST

You are not required by law to provide identification when requesting an open record. If you do not wish to provide identification for records release, please return in person to this office when administrative personnel are available to assist you.

Please provide DETAILED information regarding the records you are seeking, including full names, date of birth, social security numbers if known, dates, times, and details of the incident.

Date of Incident: _____ Incident Number if Available: _____

Name/Date of Birth of Involved Person(s): _____

Description of Information Requested (be specific): _____

Please provide your name, address, and phone number so we may contact you if there are questions concerning your request. Please indicate if you will pick up the records or if you would like them mailed. You will be charged a fee for the actual, necessary, and direct costs of copies, photographs, and transcriptions, as well as mailing or shipping costs. Report/photo copy fees are posted. You may also be charged a fee for locating a record if the cost is \$50.00 or more.

Name: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Cell phone: _____

Will pick records up _____ Delivery requested by US Postal Service _____

For Office Use only: Date Received _____ *By:* _____ *Date Completed:* _____

Fee: _____ *Paid: Y N* *Date Records Picked up* _____ *Mailed* _____