

New Glarus Police Department

313 2nd Street
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New Glarus, WI 53574



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"America's Little Switzerland"

OPEN RECORDS REQUEST FORM

The release of records information is posted in the New Glarus Police Department in accordance with Wisconsin State Statutes and the Village of New Glarus Ordinances. As the Public Notice indicates, record requests can be made to the designated person(s).

Each request for records must be reviewed because of the complexity of the new records release statutes. In general, any incident that involves a pending investigation or pending court action will not be released without a court order or permission of the Green County District Attorney and/or the Village of New Glarus Attorney. The Wisconsin State Accident report will always be released regardless of pending action when the investigating Officer has completed it.

The cost for reports will be \$.25 per page. Accident Reports=\$4.00. Video recording copies on a DVD=\$25.00. Audio Recording copies on CD=\$8.00. Photo copies on CD= \$8.00. The above records are also subject to shipping cost.

Date of Request: _____ **Date of Incident:** _____

Location of Incident: _____

Type of Incident: _____

Names of Person(s) involved: _____

Records Requested: (ie: accident reports, officer's reports, etc.) _____

PERSON MAKING REQUEST

Name: _____

Address: _____

Phone: _____ **Purpose:** _____

INFORMATION TO BE SENT TO:

Name: _____

Address: _____

Email or Fax Number: _____

Mail requests to: New Glarus Police Department, 313 2nd Street, P.O. Box 187, New Glarus, WI 53574
Fax requests to: New Glarus Police Department (608) 527-2062
Email request to: Sturdevant@newglaruspolice.com