



Police Department
 9075 N. Regent Road • Bayside, WI 53217
 P (414) 206-3916 F (414) 351-8810
 www.baysidewi.gov

REQUEST FOR RECORDS

Wisconsin Open Records Law – Chapter 335 – Laws of 1981

Notice to requestors: Pursuant to Chapter 335- Laws of 1981, you are not required to provide your name, address, email address, fax or phone number to receive a department record, however, this information is useful in getting the requested information to the correct person and clarifying any ambiguities to the request.

Requester's Name _____

Telephone number _____ Email address _____

Address _____ Fax Number _____

City _____ State _____ ZIP _____

Specific Records Requested: Include date(s), time(s), incident number(s), name(s), location(s) if available

How would you like to receive your request if approved? USPS Mail Fax Email Pick up in-person

*****OFFICE USE ONLY-DO NOT WRITE BELOW*****

Date Request Received: _____ Time: _____

Incident or Crash #: _____

Request made via: Mail Fax Email In-Person Other: _____

Request Approved: Yes No Authority: _____

If denied, reason for denial: _____

COST TO REQUESTOR:

Black & White Copies	_____	@\$0.25 per page = \$ _____
Color Copies	_____	@\$0.50 per page = \$ _____
Electronic Computer Report	_____	@\$2.00 per report = \$ _____
Accident Report	_____	@\$6.50 per report = \$ _____
DVD Audio only	_____	@\$15.00 per copy = \$ _____
DVD Squad/Body Camera	_____	@\$35.00 per copy = \$ _____
Photographs	_____	@\$2.00 per copy = \$ _____
USPS Mailing/Shipping Costs		\$ _____

TOTAL REPRODUCTION COSTS \$ _____

Charges in excess of \$5.00 must be paid in advance unless other arrangements are made.

Payments can be made: online at www.govpaynow.com using PLC#7652 or a check made out to the Bayside Police Department for the exact amount.