

OPEN RECORDS REQUEST FORM

Portage Police Department

117 West Pleasant Street

Portage, WI 53901

Phone: 608-742-2174

Our estimated turnaround time is up to ten (10) days. There is a fee associated with most requests. Unless prescribed under Wis. Stat. Ch. 19 or other federal or state statute, records released in conjunction with provisions 1, 3, 4, 5, 7, 9, and 12 shall include no redactions to personal information or highly restricted personal information, pursuant to 18 U.S.C. § 2721.

Date of Request: _____

Name: _____

Address: _____

Phone Number: _____

Record being requested (circle one): Accident Report or Police Report

Other record (please specify) _____

Name of person(s) involved, if known _____

Date of incident/accident: _____ Report/Incident Number: _____

For Internal Use Only

Amount Due: _____ Date Paid: _____ Received By: _____

Record Provided Via : _____ in person _____ by mail _____ by email

*All cost must be paid prior to release of records. Report Copy Fee - \$5.00 per report \$.25/Page if over 25 total pages. \$5.00 per audio/video.

This form can be submitted to records@portagewi.gov