

Photo ID provided at the time of report pick-up.

R.R.F.

# Oak Creek Police Department OPEN RECORDS REQUEST

Requestor's Name: (Please print) \_\_\_\_\_

Insurance Co./Law Firm\*: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_  Home  Cell

Specific records requested (include dates & report #, if available): **NOTE: You will be charged for copies of records requested.**

\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

\*This form is not needed if request is sent in on company letterhead.

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Notified to pick up copies by: \_\_\_\_\_ Date: \_\_\_\_\_

Request filled by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies distributed via:  Postal Service  In-Person  Fax  E-Mail  VIEW ONLY

List of information released (include I#'s, citations, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

### Charges:

Photocopies: \_\_\_\_\_ pages @ 10¢/ea (B/W) \_\_\_\_\_ pages @ 15¢/ea (color)..... \$ \_\_\_\_\_

Electronic Copies (less than 1GB @ \$1 / 1GB-less 5GB @ \$5 / 5GB+ @ \$10): \_\_\_\_\_ (size) ..... \$ \_\_\_\_\_

CD's/DVD's: \_\_\_\_\_ @ 40¢/ea..... \$ \_\_\_\_\_

Accident Reports: \_\_\_\_\_ @ \$1/ea. .... \$ \_\_\_\_\_

Location Fees: \_\_\_\_\_ # hrs. x \_\_\_\_\_ wage rate..... \$ \_\_\_\_\_

+ postage, if applicable:..... \$ \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

Request Denied Reason: \_\_\_\_\_

Oak Creek Police Department  
**OPEN RECORDS REQUEST**

Report # \_\_\_\_\_

Based upon the Driver's Privacy Protection Act Law, this Request must be completed before information containing personally-identifiable information about the drivers listed in the Accident Report can be released without redaction. Knowledge of what access uses are permitted under the listed Federal Acts is the responsibility of the Requester.

AUTHORIZATION

I/We do hereby certify that we are authorized under the Federal Driver's Privacy Protection Act to obtain the identified accident report and personal information based upon the following:

- 1. Authorized for use, if Requester has obtained the written consent from the person about whom the information pertains.
  - a. I am requesting a copy of my own record.
  - b. I am a parent or legal guardian of a minor child and I am requesting a copy of his/her record.
  - c. I am requesting the record of another person and have attached their written consent.
- 2. For use in connection with matters of a motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
- 3. A government agency (Federal, State, local or tribal), or employed by such, for the purposes of the government agency to carry out its official functions.
- 4. A Federal, State, Circuit, local or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
- 5. A Wisconsin or out-of-state law enforcement agency, or a person employed by such, for the purpose of the law enforcement agency to carry out its official functions.
- 6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to (a) verify accuracy of the personal information submitted by the individual to the business; (b) obtain correct information, but only for purposes of preventing fraud by, pursuing legal remedies against, or collecting on a debt or security interest against the individual.

- 7. Authorized for use in connection with any civil, criminal, administrative or arbitral proceeding in any Federal, State, Circuit, local or tribal court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, Circuit, local or tribal court.
- 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, redisclosed or used to contact individuals.
- 9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization or self-insured entity and the record being requested will only be used in connection with the following: (a) claims investigation; (b) anti-fraud activities; (c) rating or underwriting.
- 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
- 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for use of purposes permitted under the Federal Driver’s Privacy Protection Act.
- 12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a Commercial Driver’s License (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.
- 14. One through thirteen does not apply to this request.

The Driver’s Privacy Protection Act is enforced by the United States Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from an accident report or other record, or the information was acquired through the Time Electronic Record System and it is determined that these records are used for purposes other than as stated in the Request. In such instances, penalties may be imposed pursuant to Title 18 USC, Section 2724 of the United Sated Code.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requester**

\_\_\_\_\_  
**Printed Name of Requester**