

LAKE DELTON POLICE DEPARTMENT

PO Box 510, 50 Wisconsin Dells Pkwy S, Lake Delton, WI 53940
Office (608)254-7571 • Dispatch (608)254-8331 • Fax (608)254-4651
Web: www.lakedelton.org • Email: ldpd@lakedeltonpd.org

OPEN RECORDS REQUEST FORM

Date of Request_____

Name of Requester_____

Address_____

City_____ State_____ Zip_____

Phone Number_____

If requesting an accident report, you can access your report online at www.crashdocs.org and do not need to submit this request

Type of Report Requested: Accident Incident/Arrest Traffic Citation Contact History
 Other, describe _____

LDPD Case Number_____ (If not known, complete below information)

Involved Person(s) Name(s)_____

Date of Incident_____ Location of Incident_____

Additional Information (if needed) _____

How would you like to receive the report? Pick up in person Mailed to above address Faxed to _____
 Emailed to _____

I understand this request will become part of the files maintained by the Lake Delton Police Department and is subject to open records.

Signature of Requester: _____ Date: _____

Return this form via mail, fax or email using the contact information above. Open records requests will be processed during regular business hours, Monday through Friday between 9:00am and 4:00pm. The requester must allow the department a minimum of 10 business days to process the record request. Dispositions are available from the Sauk County Clerk of Courts Office for arrests.

Requests for reports involving juveniles require the submission of an Authorization for Release of Juvenile Information Form. Juvenile information and records are confidential and are not subject to open records.

*Fees apply regardless of method by which record is obtained

* If the total costs exceed \$5.00, pre-payment is required.

For Department Use Only

Record Type	Fees	Costs
MV4000 Accident Report	\$5.00	
Copies of Reports	\$.25 per page	
Copies of CD/DVD	\$5.00 each	
Mailing/Postage	Actual costs	
	Total =	

<u>Disposition</u>
Completed by: _____
Date Completed: _____
Invoice #: _____