



Chilton Police Department

42 SCHOOL STREET CHILTON, WI 53014
Phone: (920) 849-4855 Fax: (920) 849-3564



Chilton Police Department Record Request Information

Requesting police information record request(s) and/or record check(s). Requests are processed in the order they are received. Please allow 10 business days for your request to be processed. I understand that pursuant to Wisconsin Statue 19.35(3)(f) a fee may be charged:

Accident Report:	.25¢ per page (if picked up) <u>or</u> \$4.00 per report (if mailed)
Incident Report:	.25¢ per page
Photographs:	\$3.00 per copy
CD/DVD/Jump Drive:	\$10.00 per CD Photo <u>or</u> \$25.00 per CD/DVD/Jump Drive

If it is anticipated that the cost of locating records for your request will exceed \$50, you will be contacted and required to pre-pay the estimated cost of the location and reproduction of the records.

All record requests and checks are subject to review. Records are not public until the subject(s) has/have been through court and a disposition is received. Not all police contacts result in a written report. Some incidents are documented in the dispatch log as a matter of information.

Different between a “Record Request” and a “Record Check”? A record request is a request for copies of report. A record check is an itemized list of arrests and/or contacts verifying an individual’s record within the City of Chilton only. This will not give a complete listing of contacts for the individual’s as you will have to contact other jurisdictions within the county (Calumet County Sheriff, Brillion Police Department, Kiel Police Department, and New Holstein Police Department) to obtain an accurate record for Calumet County. Landlords can obtain copies of police contacts regarding tenant problems, i.e., noise complaints. If you need a record check, you will need the individual’s full name, including middle initial, date of birth, prior names, and address.

All juvenile records are closed to inspection and the Chilton Police Department will neither confirm or deny that any such record exists.

All reports that have been referred to the Calumet County District Attorney’s Office for criminal charges will have to be obtained from the Calumet County District Attorney’s Office, 206 Court St, Chilton, Wisconsin or by contacting their office at (920) 849-1438.

Completion of this form is required for accurate and timely retrieval of records maintained by the Chilton Police Department.

(over)

Date of Request: _____

Requestor's Name: _____ Email Address: _____

Requestor's Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

RECORD REQUEST

Date of Report: ____/____/____ Address of Incident: _____

Incident #: _____ Name of person involved: _____

RECORD CHECK (List of arrests and contacts with Chilton Police Department only):

Name: _____ Date of Birth: _____

Prior Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

I am (check one if it applies)

_____ Biological Person

_____ Non-Marital Biological Father/Mother

_____ Guardian name by the court

_____ Legal Custodian given by court order

_____ Requesting my own record

If you are a parent, have your parental rights been terminated. Show proof.

All reports containing medical information are exempt from disclosure.

All juvenile information contained within a report are exempt from disclosure.

All victim information contained within a report are exempt from disclosure due to Marsy's Law.

All record requests/checks shall be approved by the Chief of Police or his designee before release of any documents.

Signature

Date

DEPARTMENT USE

Date Received: ____/____/____ REQUEST: APPROVED / DENIED (Circle One)

Reviewed By: _____ Date: ____/____/____