

Chief of Police

Scott Lund

www.combinedlocks.org



Combined Locks Police Department
405 Wallace Street
Combined Locks, WI 54113

920-731-6321
920-788-6535-FAX

Open Records Request

Requestor's Name: _____ Requestor's Phone Number: _____

Requestor's Address: _____

Date of Request: _____

Open records requests may take up to ten (10) business days due to the volume of requests or the extent of information requested. If you are not in need of the information within ten days enter the date you wish to have the information by: ____/____/____

Please be specific with your Open Records request. Give name(s), address (es), birth date(s), the purpose of your request, date(s) of incident(s), call/crime type(s), and or incident number, etc. when possible to narrow the search. _____

<u>General Copy and Related Costs:</u>	ALL REQUESTS FOR REPORTS MUST BE PAID IN ADVANCE. PLEASE CONTACT THE POLICE DEPARTMENT AT 920-731-6321 FOR THE COST OF THE REPORT(S) YOU ARE REQUESTING. ONCE PAYMENT IS RECEIVED THE REQUEST ITEMS WILL BE RELEASED.
Traffic Accident Report:	\$2.00 if picked up at police department \$3.00 if mailed or faxed .25 per additional page
Releasable Reports:	\$2.00 minimum charge .25 per page after 8 pages There are additional fees for large reports. Please call 920-731-6321 for more information. The requestor agrees to pay all packaging and postage costs if they want the report mailed to them.
Pictures:	The cost for pictures varies based on the type, size and amount of pictures requested. Pictures must be paid for before they are printed. A completed Image Request form is required. Please contact Staff Sergeant Duane Dissen at 920-731-6321 with any questions on pictures.

Initials of person completing this request: _____ Date completed: _____