



HOLMEN POLICE DEPARTMENT

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REQUEST FOR ACCESS TO PUBLIC RECORDS

NOTE: Under Wisconsin law, a request for access to a public record "is deemed sufficient if it reasonably describes the requested record of the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." Wis. Stat. 19.36(1)(h).

Description of public record(s) to be inspected and/or copy made:	Notes
Name _____	
Address _____	
Date of Incident _____	
Incident Number _____	
Citation Number _____	

Requester Information:

Name _____
Address _____
Phone # _____
Email _____

Purpose of Request:

To be completed by legal Custodian of records requested:

Date Received: _____

Action Taken:

- Approved in Whole
- Approved in Part _____
- Denied (Attach copy of any written statement)

Date Request Complied with:

Date Request

Denied: _____

Fee Charged \$ _____

Completed by _____