



GREEN COUNTY SHERIFF'S OFFICE

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PUBLIC NOTICE

OPEN RECORD REQUEST FORM & FEES

The release of record information is posted in the lobby of the Sheriff's Department in accordance with Wisconsin State Statute and Green County Ordinance. As the public notice indicates, record requests can be made Monday through Friday from 8:00 a.m. to 4:00 p.m. to the designated person(s).

Each record request must be reviewed because of the complexity of the news record release status. Requests are processed as quickly as possible. However, depending on the type of record requests, please allow **10 to 14 days** for a response.

In general, any incident report that involves a **pending** investigation or **pending** court action will **NOT** be released without prior court order or permission from the Green County District Attorney. The Wisconsin State Accident Report can be released regardless of pending action once it is completed by the investigating deputy.

<u>Record Checks</u>	\$5.00 (minimum cost) + 25¢ per copy for report copies
<u>Accident Reports (4-pg. report)</u>	\$4.00 (+ 25¢ per copy for 5+ pages)
<u>Audio & Video Recording (CD/DVD)</u>	\$16.00
<u>Photo CD</u>	\$8.00 – (Individual Printed Photo hard copy... \$1.00)

THE ABOVE RECORDS ARE ALSO SUBJECT TO TAX AND SHIPPING COSTS.

Emailing or faxing is 50¢ for 1-5 pages plus 10¢ for each additional page. Prepayment may be required if the total amount exceeds \$5.00. The Public Records Law confers no exemption as of right of indigents from payment of fees under (3) of the Open Records Law. Long-term storage record searches may require additional fees.

Date of Request: _____ **Date of Incident:** _____

Location of Incident: _____

Type of Incident: (i.e.: accident, dispute, arrest, burglary, etc.) _____

Names of Person(s) involved: _____

Record(s) Requested: (i.e.: Accident Report, Incident Report, witness statements, etc.) _____

Please fill in your contact information :

Name & Address: _____

Phone: _____