

## RECORDS REQUEST FORM

Records may be requested by submitting this form. Completed records requests will be mailed to the requestor, or may be picked up in person at the Sheriff's Office. We DO NOT fax or e-mail completed requests.

***Prepayment may be required for requests in excess of \$5 and/or for photos, video or audio records. If prepayment is required, you will receive a bill. Please do not submit prepayment at the time of your request.***

Requestor's Name:		First	Last
Telephone:	( ) -	FAX: ( ) -	
Business Name:			
E-Mail Address *			
Mailing Address: *		Street:	
		City	State Zip
Requested Subject's Information (if different than above)			
Name:		Date of Birth:	
First	Middle	Last	
Record Information:			
Case No:		Date of Incident:	
Record Type: (Pick all that apply)			
<input type="checkbox"/>	Police Report	<input type="checkbox"/>	Photograph
<input type="checkbox"/>	Citation	<input type="checkbox"/>	Video
<input type="checkbox"/>	Mug Shot		
<input type="checkbox"/>	Dane County Sheriffs Office Contacts		
Any other information that may help us to identify the record you are requesting:			