Instructions for City of Menasha Police Department Records Division Inspection Request-

• Print this form out on your printer. The printed form must be legible and in its original format.

• This form needs to be filled in completely.

• If you have questions regarding this form, contact our Records Division between the hours of 7am-2pm, Monday through Friday at (920) 967-3599.

• The completed form can be dropped off at or mailed to:

The City of Menasha Police Department
Records Division
430 First Street
Menasha, WI 54952

• You will either be contacted when your request is ready or you can contact the Records Division five days after the request was submitted.

RECORDS DIVISION – INSPECTION REQUEST

Apart from certain statutory exceptions, it is the policy of the Menasha Police Department **not** to allow inspection of, or release copies of juvenile records. *WI STATE STATUTE 48.396(1), 938.396(1)*

Please fill out this form if you are requesting a search of Department records. Your records search will be completed within three (3) to five (5) Record Division business days.

DATE OF REQUEST_____

Do you wish a photocopy of requested information? YES_____ NO_____

Please be specific as to exactly what you want photocopied. List specific incident and the date it occurred. _____
_____

PHOTOCOPY FEES: ..... $ .25 per page
E-MAIL REQUEST : ..... No cost

Your Name: _____

Address: _____

City: _____ Zip _____ Phone _____

Email: _____

Reason for Search: _____

Record Name to Search: _____ DOB (if known)_____

Unclaimed record requests will be forwarded to the City Treasurer for collection.

APPROVED_____ RECORD RELEASED_____ DATE_____

DENIED: _____ REASON:_____

_____

ALTERNATIVE: Your records request has been denied by the Menasha Police Department. If you submitted a written request, then you may bring an action for mandamus petitioning the court to order disclosure. *WI STATE STATUTE 19.37(1) (a) and (b)*

Questions regarding request: Call the Records Clerk or Investigative Lt. (Mon-Fri, 7AM – 2PM)

430 First Street ● Menasha, Wisconsin 54952-3143 ● Phone (920) 967-3500 ● Fax (920) 967-5145
www.menashapolice.org