

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

- Print this form out on you 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 9am-3pm, 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

City of Menasha • Police Department

www.cityofmenasha.com/police

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 from your request.

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: Nine (9) or less pages \$ 2.00 first page
- Additional pages.....25 per page
Ten (10) or more pages.....Prepayment may be requested

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

Your Name: _____

Address: _____

City _____ Zip _____ Phone _____

Reason for Search: _____

Record Name to Search: _____ DOB, if known: _____

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)*

If you have questions concerning your request, call the Records Clerk or Lieutenant of Investigations between the hours of 9:00 a.m. and 3:30 p.m., Monday through Friday.

Records Division Inspection Request
REV 5/24/00