

# HOBART/LAWRENCE

## POLICE DEPARTMENT

2990 S. Pine Tree Rd.  
Hobart, WI 54155  
Phone 920-869-3800  
fax: 920-869-2048

Randy Bani  
Chief of Police



### REQUEST FOR RECORDS

Requestor's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone\* \_\_\_\_\_ email\* \_\_\_\_\_

(No charge for records if able to be emailed)

\* If the above information is not provided, it is the requestor's responsibility to check back at a future date with the Records Department on availability of records. Juvenile records will only be released in accordance with the HLPD policy.

Specific records requested\*\* \_\_\_\_\_

**\*\* If this is a request for a record check on an individual, full name and date of birth of individual must be listed.**

#### Following to be filled out by Records Department:

Request received: Date \_\_\_\_\_ Mail \_\_\_\_\_ eMail \_\_\_\_\_ In Person \_\_\_\_\_

Request approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Authority \_\_\_\_\_

If denied, reason: \_\_\_\_\_

Copies Requested: Yes \_\_\_\_\_ No \_\_\_\_\_ Photo ID \_\_\_\_\_

# of Report pages \_\_\_\_\_ @ .50 per page = \_\_\_\_\_

Mailing Cost \_\_\_\_\_ Search hours cost \_\_\_\_\_

Photo Cost \_\_\_\_\_ **TOTAL COST** \_\_\_\_\_

NOTICE: If your request for records has been denied, you have the right to a review by writ of mandamus under Wisconsin Statute 19.37(1) or upon application to the Attorney General or the District Attorney.