

**City of Cudahy Police Department
5050 S Lake Drive Cudahy, WI 53110
414-769-2260 – Fax 414-769-2259**

**REQUEST FOR ACCESS TO PUBLIC RECORDS
FEDERAL DRIVER PRIVACY PROTECTION ACT PERMISSIBLE USES**

Based upon the Federal Driver's Privacy Protection Act, this request must be completed before information containing personally identifiable information in the Police Report can be released without redaction. **KNOWLEDGE OF WHAT ACCESS AND USES ARE PERMITTED UNDER THE LISTED FEDERAL ACT IS THE RESPONSIBILITY OF THE REQUESTER.**

SECTION I. REQUESTER INFORMATION (Please Print)

Name of Person Completing Form: _____

Firm/Corporation Name: _____

Street Address: _____

Date of Request: _____ Phone Number: _____

SECTION II. RECORD INFORMATION SHEET (Please Print)

Date incident was reported: _____

Type of incident being requested: _____

Location in Cudahy where incident occurred: _____

Name of person(s) whom record(s) are requested: _____

SECTION III. AUTHORIZATION

The Driver's Privacy Protection Act is enforced by the United States Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from an accident report or other police record, or the information was acquired through the Wisconsin Department of Transportation System and it is determined that these records are used for purposes other than as stated in this Request.

I/We are authorized under the Federal Driver's Privacy Protection Act to obtain the identified incident report and personal information based upon the following (**mark applicable boxes only**):

- 1. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
- 2. For use by any insurer or insurance support organization, or by a self-insured entity, or its agents, employees or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting

3. For use in the normal course of business by a legitimate business or its agents, employees or contractors, but only...
- (A) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
- (B) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use in connection with civil, criminal, administrative or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State or local court.
5. For use by any government agency, including any law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or Local Agency in carrying out its functions.
6. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
7. For use in providing notice to the owners of towed or impounded vehicles
8. For use in research activities and for use in producing statistical reports, so long as the personal information is not published, redisclosed, or used to contact individuals
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license (CDL) that is required under Chapter 313 of Title 49.
11. For any other use in response to requests for individual motor vehicle records if the State has obtained the express consent of the person to whom such personal information pertains. **(see Notarized Consent to Release form on back)**
12. For bulk distribution for surveys, marketing or solicitations if the State has obtained the express consent of the person to whom such personal information pertains. **(see Notarized Consent to Release form on back)**
13. For use by any requester, if the requester demonstrates it has obtained the written consent of the individual to whom the information pertains.
- a. I am requesting a copy of my own record.
- b. I am a parent or legal guardian of a minor child and I am requesting a copy of his/her record.
- c. I am requesting the record of another person and have attached their written consent **(see Notarized Consent to Release form on back)**

SECTION IV. Certification

I(We) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in civil and criminal penalties imposed under Title 18 U.S.C. Section 2724. I/We will also defend, indemnify, and hold harmless the City of Cudahy and its employees or agents from all claims, actions, damages, or losses, arising from my/our representations made in the execution of this form, whether said representations were negligently or intentionally made to said City.

X _____
 (Requester's Signature) (Date Signed)

ANY REQUEST \$5.00 OR OVER MUST BE PRE-PAID

- PHOTOCOPIES: \$.25 per paper page.
\$2.00 for mail or fax requests plus cost of copies per above
- PHOTOGRAPHS: \$2.00 per print (regular size)
- VIDEO/AUDIO CD: Actual necessary and direct cost of providing a video tape copy.
\$10.00 per tape/CD plus \$12.00 per page for a transcript of the recording, if a transcript of the recording is requested.
- SEARCH HOURS: \$22.03 per hour (only if cost exceeds \$50.00)

IN ADDITION: Necessary cost of mailing, shipping via special delivery, next day delivery or the fees involved with a delivery service. Should the cost of locating a record retained by the City Clerk's Office exceed \$50.00, that cost will be charged to the person making the request per state statute 19.35(3)(c). If the total estimated cost of any fee or fees proposed for the providing of a record retained by the Cudahy City Clerk's Office exceeds \$5.00, prepayment is required for the compliance with request per state statute 19.35(3)(f).

<p>Request Taken Date: _____</p> <p>Action Taken:</p> <p><input type="checkbox"/> Request approved in whole</p> <p><input type="checkbox"/> Request approved in part</p> <p><input type="checkbox"/> Request denied (see Section IV)</p> <p>Approved/Denied by: _____</p> <p align="center">AGENCY USE ONLY</p>	<p>Date Completed: _____</p> <p>Completed By: _____</p> <p>Fee: _____</p> <p>Notification Date: _____</p> <p>Notified by: _____</p> <p>Date Delivered to Requester: _____</p> <p align="center">AGENCY USE ONLY</p>
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