

**CITY OF CEDARBURG
POLICE DEPARTMENT
REQUEST FOR ACCESS TO PUBLIC RECORDS**

I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORDS

DATE OF REQUEST: _____

Description of the Record(s) to be inspected and/or a copy made:]
]
]
]
]
]

Please Note: A request "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request". §19.35(1)(h), Wis. Stats.

Name of Requester:	Phone No.]
]
<hr/>		
Mailing Address of Requester:]
]
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Purpose of Request:]
]
]
]

Please Note: A request may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request". §19.35(1)(i), Wis. Stats. You are being asked to list the purpose of your request on a voluntary basis. Thank you.

II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

DATE & TIME REQUEST RECEIVED: _____

ACTION TAKEN ON REQUEST:

Approved Approved in part and denied in part Denied
(Attach copy of any statement denying access to, a copy of, or information contained in any public record covered by this request.)

Signature of Custodian Approving Release

FEE DUE: _____ **PAID:** YES NO

DATE & TIME RECORD RELEASED: _____ **Released by:** _____