



# ARCADIA POLICE DEPARTMENT

Diana M. Anderson, Chief

Police Dept.: 945 S Dettloff Dr., Arcadia, WI 54612: (608) 323-3359: Fax (608) 323-2257

## Arcadia Police Department Report Request

Today's Date: \_\_\_\_\_

### Arcadia Police Department Policy:

Police Report fee **MUST** be paid prior to release of record. Reports **CANNOT** be released if: The investigation is ongoing, there are criminal charges pending, domestic related, or in reference to child abuse. Please contact the District Attorney's Office at 715-538-2311 ex: 279 for release of the case.

I AM REQUESTING (check all that apply):

- ☐ Full Police Report & Narrative
- ☐ Statement(s)
- ☐ DT4000/ Accident Report
- ☐ Photos
- ☐ Video

Incident Date: \_\_\_\_\_

Name of person(s) involved: \_\_\_\_\_

Did the accident or incident happen in the city: \_\_\_\_ YES \_\_\_\_ NO

Location/ Address of Accident or Incident: \_\_\_\_\_

\_\_\_\_ I **HAVE** paid \$5.00 for this report  
\_\_\_\_ I will **PICK UP** the report at City Hall  
\_\_\_\_ **PLEASE CALL ME:** (\_\_\_\_) \_\_\_\_\_ Or (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_ **PLEASE MAIL REPORT** to the following address:  
\_\_\_\_\_

**\*\*Note additional fees may apply depending on the record/material requested \*\***

**COMMENTS:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

### Official Use Only

☐ Form completed in full? (1<sup>st</sup> & 3<sup>rd</sup> page signed)

Case #: \_\_\_\_\_

☐ Paid \$5.00

Date disposed to requestor: \_\_\_\_\_

Payment received by: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*Please place in basket to be processed with payment receipt attached. \*\***

# City of Arcadia

## Driver's Privacy Protection Act (DPPA)

Permissible Use Form 47

### Required for Disclosure of Documents Containing Personal Information or Highly Restricted Information or Highly Restricted Information

The Federal Driver's Privacy Protection Act (DPPA) (18 U.S.C. SS 2721) prohibits the disclosure of certain "personal information" or "highly restricted personal information" which originates from a State motor vehicle record. Such information shall not knowingly be disclosed or otherwise made available without the express consent of the person to whom the information pertains or unless specifically permitted by the DPPA. For purposes of determining whether such information should be released or redacted, please complete and return this form.

---

#### **I. Authorization**

I / We are authorized under the Driver's Privacy Protection Act to obtain the identified records containing personal information without redaction based upon the following:

#### **Circle all that apply:**

1. Authorized for use, if Requestor has obtained the written consent from the person whom the information pertains.
  - a. I am requesting a copy of my own record.
  - b. I am a parent or legal guardian or 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 and notarized consent.
2. For use in connection with matters of a 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 to carry out the purposes of the Automobile Information Disclosure Act, the Anti-Car Theft Act of 1992, and the Clean Air Act.
3. A government agency (Federal, State, local or tribal) or employed by such, for the purposes of the government agency to carry out its official functions.
4. A Federal, State, Circuit, local, or tribal court, or employed by such, for the purposes of the court to carry out its official functions.
5. A law enforcement agency, or employed by such, for the purpose of the law enforcement agency to carry out its functions.
6. Authorized representative, agent, contractor, or employed by such, of a legitimate business and the vehicle/driving record being requested will be used for normal course of business, but only to:
  - a. Verify accuracy of the personal information;
  - b. If such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting debt.
7. Authorized for use in connection with any civil, criminal, administrative, or arbitral proceedings in any federal, state, circuit, local, or tribal court or agency, or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution of enforcement of judgments and orders, or pursuant to any order of federal, state, circuit, local, or trial court.
8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, re-disclosed, or used to contact individuals.
9. Authorized representative, agent, contractor, or employed by such, of an insurer, insurance support organization, or self-insured entity and the vehicle/ driving record(s) being requested will be used only in connection with the following:
  - a. Claims investigation;
  - b. Anti-fraud activities;
  - c. Rating or underwriting.

10. Authorized for use in providing notice to the owners of towed or impounding vehicles.
11. Authorized representative or owner of licensed private investigative agency or licenses security service and the vehicle/driving record is being requested for the use of purposes permitted under the Driver's Privacy Protection Act.
12. Authorized as an employer, or its agent or insurer for use in obtaining or verifying information relating to a holder of a commercial drivers license (CDL).
13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

**II. Certification**

I/We certify that the information and statements on this request are true and correct and understand that the unauthorized disclosure of information obtained from these records for a purpose other than stated on this request form, 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 further understand that this request is governed by the Driver's Privacy Protection Act as well as Wisconsin's Open Records Law. This means that a response to this request may include withholding/redacting of personal/highly restricted information as regulated by the DPPA and/or Wisconsin's Open Records Law.

I/We further understand that we have the right to request a mandamus review of the responses provided to this request under Wisconsin Statute Section 19.37(1).

---

**Requestor Signature**

---

**Date Signed**