Instructions for Menasha Police Department Records Division Inspection Request-

- Print this form out on your computer. The printed form must be legible and in its original format.
-This form needs to be filled in completely.
If you have any questions regarding this form, contact our Records Division between the hours of 8am-4pm, Monday through Friday at (920) 967-3500.
The completed form can be either emailed, faxed, dropped of at or mailed to:

The Menasha Police Department
Records Division
430 First Street
Menasha, WI 54952

Faxed to (920) 967-5145

Emailed to police@menashawi.gov

DATE OF REQUEST_____ RECORDS DIVISION – INSPECTION REQUEST

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. All records shall be processed as soon as practical and without delay.

I would like my request:

☐ PHOTOCOPIED……... black and white $.05 per page
……..color $.13 per page
☐ EMAILED. ……..……. No cost

Please be specific as to exactly what you want photocopied. List specific incident and the date it occurred. _____

_____

_____

Your Name _____
Address _____
City _____ Zip _____ Phone_____
Email_____

Reason for Search_____

Record Name to Search _____ DOB (if known) _____

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

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)

Questions regarding request: Call the Records Clerk or Investigative Lt. (Mon-Fri, 7AM – 2PM)