



Police Department
(Non-Emergency)
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VILLAGE OF PLOVER POLICE DEPARTMENT
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Dwayne D. Wierzba
Chief of Police

OPEN RECORDS REQUEST AND FEDERAL DRIVER PRIVACY PROTECTION ACT PERMISSIBLE USES FORM

Based upon the Federal Driver's Privacy Protection Act, this request must be completed before information containing personally identifiable information in the Plover Police Department report can be released without redaction. Knowledge of what access and uses are permitted under the listed Federal Act is the responsibility of the Requestor.

SECTION I. REQUESTOR INFORMATION

Person/Business Making Request: _____

Date of Birth: _____ Phone Number: (_____) _____ - _____

Street Address: _____

SECTION II. RECORD INFORMATION SHEET

Date of Accident/Incident: ____/____/____

Case #: P _____ - _____

Location of Accident/Incident: _____

Name of Person Involved in Accident/Incident: _____

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 law enforcement 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 accident/incident report and personal information based upon the following (mark all applicable boxes):

- 1. Authorized for use, if Requestor has obtained the written and notarized consent from the person about whom the information pertains.
 - I am requesting a copy of my own record.
 - I am a parent or legal guardian of a minor child, and I am requesting a copy of his/her record.
 - 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 Wisconsin or out-of-state 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 records being requested will be used for normal course of business, but only to:
 - a. Verify accuracy of the personal information;
 - b. Obtain correct information, but only for purposes of preventing fraud, pursuing legal remedies, or collecting a 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 an order of a federal, state, circuit, local or tribal court. **Client's Name:** _____.
- 8. Authorized for use in research activities and producing statistical reports, as long as the personal information is not published, redisclosed, or used to contact individuals.

Date Range: _____ **Kind/Nature:** _____

- 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. **Client's Name:** _____
- 10. Authorized for use in providing notice to the owners of towed or impounded vehicles.
- 11. Authorized representative or owner of a licensed private investigative agency or licensed security service and the vehicle/driving record is being requested for the use of purposes permitted under the Federal 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 driver license (CDL).
- 13. Authorized representative or owner of a private toll transportation facility for use in the operation of the facility.

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.

X _____ (Requestor Signature) _____ (Date Signed)

Form of identification _____ Initials of person releasing records: _____

FOR OFFICE USE ONLY			
<input type="checkbox"/> Approved _____	<input type="checkbox"/> Denied – Reason _____		
Contacted: _____	Picked Up: _____	Mailed: _____	Fee: _____