



DEPARTMENT OF POLICE



VILLAGE OF MONTICELLO
GREEN COUNTY

Thomas J. Erb, Chief

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OPEN RECORD REQUEST FORM

The release of record information is posted in the lobby of the Monticello Police Dept. in accordance with Wisconsin State Statute and Village Ordinance. As the public notice indicates, record requests can be made Monday through Friday from 8:00 a.m. to 4:00 p.m. to the designated person(s).

Each record request must be reviewed because of the complexity of the news record release status. Requests are processed as quickly as possible. However, depending on the type of record requests, please allow 10 to 14 days for a response.

In general, any incident report that involves a pending investigation or pending court action will NOT be released without prior court order or permission from the Green County District Attorney. The Wisconsin State Accident Report can be released regardless of pending action once it is completed by the investigating officer.

- Record Checks.....\$5.00* (minimum cost) + 25¢* per page for report copies
Accident Reports.....\$4.00*
Photo copies on CD (max.: 150).....\$8.00*...(Individual Printed Photos = \$1.00*)
Audio recorded copies on CD.....\$8.00*
Video recording copies on DVD.....\$25.00*

*THE ABOVE RECORDS ARE ALSO SUBJECT TO TAX AND SHIPPING COSTS.

Faxing is 50¢ for 1-5 pages plus 10¢ for each additional page. Prepayment may be required if the total amount exceeds \$5.00. The Public Records Law confers no exemption as of right of indigents from payment of fees under (3) of the Open Records Law. Long-term storage record searches may require additional fees.

Date of Request: _____ Date of Incident: _____

Location of Incident: _____

Type of Incident: (i.e.: accident, dispute, arrest, burglary, etc.) _____

Names of Person(s) involved: _____

Record(s) Requested: (i.e.: Accident Report, Incident Report, witness statements, etc.) _____

Please fill in your contact information :

Name & Address: _____

Phone: _____