

Hammond Police Department

455 Davis St. – Lower Level

Hammond, WI 54015

715-796-2345

Request for Police Report

According to the policy of this Department, all report requests are subject to a review procedure before being released and may not be immediately available.

It is our goal to provide the public with access to information legally defined as public while maintaining the confidentiality of information exempt or prohibited by law. Therefore, if releasable and approved, the report you may receive may have some information redacted. Report requests are subject to a **\$10.00 fee**.

Please complete the following so we may respond to your request and contact you when the report is ready:

Today's Date: _____

Name of Person Requesting Report: _____

Address of Person Requesting Report: _____

Phone Number: _____

Requested Report Delivery Method: Pick Up US Mail (Must provide stamped self-addressed envelope)
(Circle One)

Please complete the following in order to assist us in locating the information you are requesting:

Type of Report/Incident: _____ **Incident Date:** _____

Description of Incident:

Information Requested (Case Report, Court Papers, etc.):

Name of Parties Involved:

Please note that exemptions may apply causing your request to be denied.

Police Department Use

Report Released to: _____ **Date Report was Released:** _____

Fee Amount: _____

Fee Paid Via: Cash Check **Report Released By:** _____