

Date of Request: \_\_\_\_\_

**Menasha Police Department  
Driver's Privacy Protection Act/Disclosure of Records**

The City of Menasha Police Department, per the Driver's Privacy Protection Act/Disclosure of Records, requires the requestor to submit the following information regarding the release of records derived from the Department of Motor Vehicles. By completing this form, the requestor understands that falsifying this request may result in criminal penalty.

**Printed Name:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_) \_\_\_\_\_

**I have read and understand the information provided.** \_\_\_\_\_ (please initial).

**Please fill out the following information regarding the accident:**

Case Number: \_\_\_\_\_

Date of Accident: \_\_\_\_\_

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

Driver/vehicle owner #1: \_\_\_\_\_

Driver/Vehicle owner #2 (if known): \_\_\_\_\_

Other Driver's Involved (if known): \_\_\_\_\_

I will pick up the report in person.     Email the report to (email address): \_\_\_\_\_

To allow the Menasha Police Department to review your request, a valid permissible use exception to the DPPA must apply. Indicate which of those exceptions is applicable (Please check one):

\_\_\_\_\_ I am the one of the drivers involved in the accident

\_\_\_\_\_ I am the owner of a vehicle involved in the accident.

\_\_\_\_\_ I was an occupant in a vehicle involved in the accident. Name: \_\_\_\_\_

\_\_\_\_\_ I am the attorney and/or law firm that has been retained by \_\_\_\_\_.

\_\_\_\_\_ I am requesting the reports for the purpose of investigation in anticipation of litigation or \_\_\_\_\_ in connection with a civil, criminal, administrative or arbitral proceeding.

\_\_\_\_\_ I am the insurance company representing the driver. Name of the driver involved: \_\_\_\_\_

\_\_\_\_\_ Other (please provide details as to why you believe this exception applies to you): \_\_\_\_\_

**Your request will be reviewed and processed within ten (10) business days.**

Released by: \_\_\_\_\_ Date: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_