



CITY OF
REEDSBURG
POLICE DEPARTMENT

200 SOUTH PARK STREET • REEDSBURG, WI 53959
PH: (608) 524-2376 • FAX: (608) 524-2925
www.reedsburgwi.gov

PATRICK B. CUMMINGS
CHIEF OF POLICE



Authorization for release of juvenile records.

You are requesting Reedsburg Police Department records that contain juvenile information. Wisconsin State Statutes (2019-2020) prohibit the release of juvenile records except in specific instances. The Reedsburg Police Department may (subject to state law and department policy) release juvenile records to those requestors whose relationship to the juvenile is (check one):

- Parent whose parental rights have not been terminated *.
- Guardian named by the Court (provide documentation showing Court appointment) *.
- Person assigned by court to be juvenile's legal custodian (provide documentation) *.
- Juvenile who is 14 years of age or older and is requesting their own report *.
- A school district administrator, administrator of a private school, or administrator of a tribal school, or designee of a school district administrator, private school administrator, or tribal school administrator, subject to Wis. Stat. §938.396(1)(c)(3).
- A victim of a juvenile's act seeking any information relating to the injury, loss or damage suffered by the victim, including the name and address of the juvenile and the juvenile's parents. The victim may use and further disclose the information only for the purpose of recovering for the injury, damage or loss suffered as a result of the juvenile's act, Wis. Stat. §938.396(1)(c)(5).
- The insurer of the victim, as defined in Wis. Stat. §938.02(20m)(a)1., may request a law enforcement agency to disclose to the insurer any information in its records relating to the injury, loss or damage suffered by the victim, including the name and address of the juvenile and the juvenile's parents. The insurer may use and further disclose the information only for the purpose of investigating a claim arising out of the juvenile's act when that juvenile has been ordered to make restitution for injury, loss or damage caused by the juvenile and if the juvenile has failed to make that restitution within one year after the entry of the order.

***A photo ID and the juvenile's birth certificate are required to obtain the records.
Enclose photocopies of each when you submit your request to the Reedsburg
Police Department.**

JUVENILE INFORMATION (please print):

Name, (Last, First, Middle):	Date of Birth (MM/DD/YYYY)	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address	City, State, Zip	

I hereby authorize the custodian of the Reedsburg Police Department Juvenile Records to release juvenile report number _____ involving the above-specified juvenile, subject to departmental policy and approval. This authorization is applicable solely for the release of the above-specified juvenile record. By signing this authorization, I am confirming that it accurately reflects my wishes.

Signature	Full Printed Name	Date Signed
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The following section is for Reedsburg Police Department internal use only

Form of Identification: DL State ID Other:
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Request Approved: Initials of person releasing records: _____

Request Denied: By: _____

Reason for denial:

* Juvenile records may also be available through the Sauk County Clerk of Court