



# Village of Hales Corners FIRE DEPARTMENT

**Michael A. Jankowski, Fire Chief**

10000 W. Forest Home Avenue, Hales Corners, WI 53130 Phone: 414-529-6168  
Fire Administration Fax: 414-529-6169 www.halescornersfire.org

## \*\*\* RECORDS RELEASE REQUEST \*\*\*

In order to more efficiently process your records release request, we ask that you complete this form.  
This request shall be answered as soon as practicable.

**TO:** Village of Hales Corners Fire Department, Attn: Records  
10000 W. Forest Home Avenue, Hales Corners, WI 53130

**Records are billed at \$.50 per page  
plus postage, if applicable.**

**FROM:** \_\_\_\_\_  
Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State ZIP \_\_\_\_\_  
Phone number \_\_\_\_\_

**SEND TO:** \_\_\_\_\_  
Company \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State ZIP \_\_\_\_\_  
Phone number (fax) or e-mail address \_\_\_\_\_

Please send request via:

U.S. Mail ☐

FAX ☐

Pick-up ☐

E-mail ☐

### Request is being made for a copy of the following Hales Corners Fire Department record(s):

| Date of Incident | Incident Number | Claim No. (if applicable) | Address of Incident |
|------------------|-----------------|---------------------------|---------------------|
| _____            | _____           | _____                     | _____               |
| _____            | _____           | _____                     | _____               |

Other Records: (please provide a brief description of the records sought):  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### ~ INTERNAL USE ONLY ~

Assigned To: \_\_\_\_\_

#### ☐ Open case file

- ☐ Pending criminal prosecution
- ☐ Active investigation
- ☐ Sensitive nature of Investigation
- ☐ Juvenile record
- ☐ Not complete
- ☐ Other

#### ☐ closed case file

- ☐ Send original version
- ☐ Send redacted version
- ☐ Personal/medical information
- ☐ Juvenile information
- ☐ Safe guard - informant
- ☐ Other

Notes: \_\_\_\_\_