



# JUVENILE RECORD REQUEST

Juvenile Reports may be released to the following persons subject to departmental policy. Documentation will be required prior to the release of information requested. To allow us to appropriately review your request, please check all of the following that apply:

I am:

- Biological Parent
- Parent by Adoption
- Guardian named by Court
- Legal Custodian given legal custody of the child by Court order
- Husband who has consented to artificial insemination of wife
- Non-marital Biological Father, where the child has not been adopted
- Juvenile (14 years of age or older) – requesting one's own report
- Victim of the juvenile's act (for the sole purpose of recovering injury, damage or loss suffered as a result of the juvenile's act)
- Victim's Insurer (when Court ordered restitution has not been made within 1 year – for the sole purpose of investigating the claim)
- Insurance Company and/or representing Attorney – with a signed/written release from the juvenile's parent, guardian, or legal custodian
- School Administrator
- Other \_\_\_\_\_

If you are a parent:

- My parental rights have been terminated.
- My parental rights have NOT been terminated.

Form of identification \_\_\_\_\_ Initials of person releasing records: \_\_\_\_\_

Signature of Person requesting the Report: \_\_\_\_\_

*Persons denied access to Juvenile records may contact the District Attorney's office to petition the Court for access to the report/record.*

*Open Records Request denials are subject to review in an act of Mandamus under Section 19.37(1) Wis. Stats., or by application to the District Attorney or Attorney General.*

## FOR OFFICE USE ONLY

Approved \_\_\_\_\_  Denied – Reason \_\_\_\_\_

Contacted: \_\_\_\_\_ Picked Up: \_\_\_\_\_ Mailed: \_\_\_\_\_ Fee: \_\_\_\_\_

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

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