



WISCONSIN PUBLIC RECORDS LAW REQUEST

OFFICE OF THE CITY CLERK LICENSE DIVISION
 200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
 TELEPHONE: (414) 286-2238 FAX: (414) 286-3057
 EMAIL: LICENSE@MILWAUKEE.GOV

PLEASE BE ADVISED: You must call ahead for requests that will take longer than 10 minutes.

Requests may be mailed, emailed, faxed, or made in person at the License Division.

DATE OF REQUEST: _____

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR A COPY MADE:

Per Wisconsin Statutes 19.35(1)(h), a request for access to a public record "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." Requests involving lengthy review and copy time must be arranged for in advance by appointment.

Per Wisconsin Statutes 19.35(1)(i), no request to a public record "may be refused because the person making the request is unwilling to be identified or to state the purpose of the request." You are being asked to provide the information below on a voluntary basis. Contact information is needed if submitting a request by mail, email or fax.

Name: _____

Address: _____

Email: _____ Fax: _____ Phone: _____

Purpose of Request: _____

Cost for copies: \$0.25 per one-sided page and \$0.50 per two-side page
 There is no charge if total cost is \$1 or less.
 Prepayment is required for requests over \$5.00.

OFFICE USE ONLY

Date/Time Request Received: _____ In Person Email Mail Fax

Action Taken: Request approved Approved in Part* Denied* (*attach written statement of denial)

Date/Time Request Completed: _____ In Person Email Mail Fax

Number of Copies: None _____ (1 sided) x 0.25 = _____ _____ (2 sided) x 0.50 = _____

Initials: _____

Save a copy of this request form and all copies given to the requestor in i:/LIC/Public Records.
 Create client record for requestor in LIRA and attach a copy of this request form.