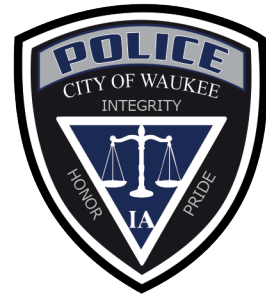


# Waukee Police Department

Records / Administration – (515) 978-7979  
Non-Emergency Dispatch – (515) 222-3321  
Waukee.org/Police



## Application for Public Record

Please complete as much information as possible. This request will be processed within 10 business days. The examination and photocopying fees apply according to The City of Waukee's Open Records Policy.

Waukee Case Number \_\_\_\_\_

Type of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Date of Incident \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Any other clarifying facts or information, i.e. arrest, general description of loss or event:

\_\_\_\_\_

Name of Requesting Party \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

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

Preferred method of receiving request: \_\_\_\_\_

The completed request can be mailed, emailed, faxed or picked up at the Waukee Public Safety Building.

## **Office Use Only**

Process By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

\_\_\_\_\_  
Mailed

\_\_\_\_\_  
Emailed

\_\_\_\_\_  
Faxed

\_\_\_\_\_  
Picked-Up