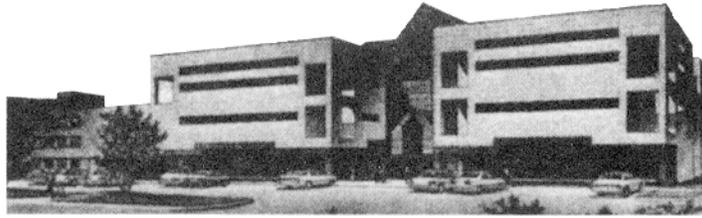




## OFFICE OF THE SHERIFF



515 W. Moreland Blvd.  
Box 1488  
Waukesha, WI 53187

Waukesha County Jail  
Box 0217  
Waukesha, WI 53187

Waukesha County Huber  
1400 Northview Road  
Waukesha, WI 53188

### **ERIC SEVERSON, *Sheriff***

The Driver's Privacy Protection Act (also called DPPA) is a federal law that protects the privacy of personal information gathered by a state Department of Motor Vehicles (DMV). You can find it at 18 U.S.C. Sec 2721. The DPPA prohibits the release or use of personal information about an individual obtained in connection with a DMV record, except for certain permitted uses.

Please be aware that a copy of an accident report or other record from the Waukesha County Sheriff's Department may contain redactions (black outs) in order to comply with the DPPA law. If you qualify for one of the permitted uses under the federal law, you may complete a Permissible Uses Form certifying that fact in order to receive an unredacted or partially redacted copy of the accident report or other record. There are civil and criminal penalties for violation of the law or falsifying the Permissible Uses Form.

**As an alternative, you can get a complete, unredacted copy of an accident report from the State of Wisconsin Division of Motor Vehicles. Contact the Wisconsin DMV by calling (608) 266-8753, going on-line at [www.dmv.gov](http://www.dmv.gov), or sending an e-mail to [dotdmvtrafficaccidents@dot.wi.gov](mailto:dotdmvtrafficaccidents@dot.wi.gov). The DMV will send you an invoice for the cost of six dollars (\$6.00) per accident report and you can mail in the payment.**

The Waukesha County Sheriff's Department may redact (black out) from an accident report or other record any "personal information" as that term is used in the DPPA, including the following:

1. Name
2. Date of Birth
3. Address and 9-digit zip code (but not the 5-digit zip code)
4. Telephone number (cell and land line)
5. Photograph\*
6. Social Security Number\*
7. Medical or disability information\*
8. Driver's license number and DOT ID card number

The information marked with an asterick \* is defined as "highly restricted personal information" under the DPPA law and can only be released for a limited number of permitted uses.

The DPPA also prohibits some release of motor vehicle information, including the vehicle identification number (VIN) and vehicle registration information.

You can only receive an unredacted or partially redacted copy from the Waukesha County Sheriff's Department if you properly execute the Permissible Uses Form certifying your eligibility for one or more of the

*An Accredited Law Enforcement Agency*

Administration: 262-548-7126 Records: 262-548-7156 Process: 262-548-7151 Jail: 262-548-7170 Huber: 262-548-7181 Fax: 262-548-7887

permissible uses. Additionally, you must properly identify yourself with a driver's license or photo identification card. The Permissible Uses Form, Section 13, allows you to obtain information regarding another person who is a subject in the accident report if you attach the written consent of that other person.

Your insurance company and your attorney may qualify for a permissible use under the federal law and could get a complete accident report without redactions (black-outs) of DPPA information. Therefore, you may wish to contact your insurance company or your attorney to request the accident report or other record on your behalf. Instead of using the Permissible Uses form, the Waukesha County Sheriff's Department would accept a written request on letterhead naming you as the insured or client.

We ask for your patience in responding to your records request. In order to comply with the DPPA, the Waukesha County Sheriff's Department must review each page of every accident report and other record. Given the nature of the federal law, we must examine each page of every report and redact (black out) multiple pieces of information, wherever they are found. This is a laborious and time-consuming process that must be handled in addition to our regular public service and safety duties. We may not be able to process your request as you wait. Our staff will let you know if you need to pick up the records later or have them mailed to you.

Under Wisconsin Public Records Law, there may be more legal requirements for redacting information in addition to the federal DPPA personal information. If information other than DPPA personal information is redacted, the Waukesha County Sheriff's Department will state the type of information that has been redacted and the reasons.

#### **How to Request an accident report or other record from the Waukesha County Sheriff's Department:**

1. Complete the Permissible Uses Form. The form is available on the Waukesha County website at [www.waukeshacounty.gov](http://www.waukeshacounty.gov) under the tab for the Sheriff, then under Records Division. The Permissible Uses Form is required, unless the request is submitted on letterhead from an insurance company, an attorney or another government agency.
2. Submit the completed form to the Waukesha County Sheriff's Department at 515 W. Moreland Boulevard, Waukesha, WI 53188. The form may be submitted in person, by mail or faxed to (262) 548-7887.
3. Identification is necessary. You must appear in person and present a valid form of photo identification at the time you submit the Permissible Uses form if you want the records mailed to you. If you mail or fax the form to submit it, you must appear in person to pick of the records and present a valid form of photo identification at that time. If you specify another person to pick up the records on your behalf, that person will be asked to show a valid form of photo identification before receiving the records.
4. Pay the cost. The cost is 25 cents per page, plus postage, if any. If the total cost will be more than \$5.00, you must prepay the cost.

#### Questions?

You may call the Waukesha County Sheriff's Department, Records Division at (262) 548-7156 during regular business hours of 8:00 am to 4:30 pm, Monday through Fridays, except for legal holidays.

This memo is for information purposes only and should not be construed as a denial of any particular record request or as providing legal advice. Any public records request that is denied is subject to review by mandamus under Wis. Stat. 19.37 (1) or upon application to the attorney general or a district attorney.