



IDENTIFICATION PROCESS

NAME _____ COURT CASE # _____

The Court has ordered you to be "ID PROCESSED." This means that the Waukesha County Sheriff's Department is required to take your picture and fingerprints in reference to the offense for which you have just been formally charged.

YOU MUST DO THE FOLLOWING IMMEDIATELY:

Report to the Identification Bureau located in the Law Enforcement Center adjacent to the Waukesha County Courthouse located at 515 W. Moreland Blvd., Waukesha, WI.

Enter through Door 8, marked "Office of the Sheriff" in the u-shaped parking lot behind the courthouse. Go to the window in the lobby marked "Records" and inform the clerk that you are here to be ID Processed.

YOU MUST BRING THE FOLLOWING WITH YOU:

- This form
- Your copy of your bond
- Your copy of the Criminal Complaint

This information is required to complete the Identification Process.

Please see the reverse side of this form for additional directions.

Thank you.