

Case No: _____

DATA REQUEST FORM
St. Francis Police Department
4058 St. Francis Blvd NW, St. Francis, MN 55070
Phone: 763-753-1264/ Fax: 763-235-2319

Completed by Requestor

You do not have to provide any of the contact information for public data. However, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. Request for Private data must be in writing.

Request Frequency – Private Data on Individuals: After we have provided you with access to data about you, we do not have to show you the data again for six (6) months unless there is a dispute or we collect or create new data about you.

Name (Last, First, Middle Initial)

Date of Birth

Address

Phone Number

City State Zip Code

Email: _____

Detailed description of the information requested: (include complete addresses, names and dates whenever possible) if more space is needed, please use back of this form.

Signature: _____

Date: _____

I am requesting: ___ Copies

Please Note: Pursuant to MN SS Chapter 13.04 subd 3; Access to data by individual...You can be required to pay the actual cost of making, certifying and compiling the copies.

COMPLETED BY OFFICE STAFF

___ Approved ___ Denied - Reason for Denial: _____

Proof of Identity for Private Information:

- ___ State issued driver's license/ID
- ___ Military ID
- ___ Passport
- ___ Other certified document _____

Parent or Legal Guardian of a Minor

- ___ Certified copy of minor's birth certificate w/parental rights
- ___ Certified copy of documents establishing parent/guardian
- ___ Certified copy of unexpired foster care documents
- ___ Certified copy of court ordered legal appointment

Request Processed By: _____ Date: _____ Charges: \$ _____

We will respond to your request as soon as reasonably possible

(updated: 2014/lr)