City of St. Paul Park
DATA REQUEST FORM—Data Subjects

Contact Information

The City requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Information contained on this form is considered PUBLIC.

Data Subject Name | Date of Request

Parent/Guardian Name (if applicable)

Address

City State Zip Code

Phone Number | Email

☐ Inspection (Free) ☐ Copies ☐ Both inspection and copies

Description of the information requested, case number, date of incident, subject/victim name:

_____

_____

_____

_____

Case Number: _____

What is your relationship to the data (optional): _____

☐ Call me ☐ Mail copy* ☐ Email copy*

**Pre-payment required prior to receiving copies*

Completed by Department

Department Name: | Handled by:

Information classified as:
- ☐ Public
- ☐ Private
- ☐ Confidential
- ☐ Non-Public
- ☐ Protected Non-Public

Action:
- ☐ Approved
- ☐ Approved In Part-Explain
- ☐ Denied
- ☐ Active Investigation, refer to: ☐ City Atty ☐ County Atty
- ☐ Juvenile Matter, refer to: ☐ Juvenile Court ☐ County Atty

Remarks or basis for denial including statute section:

_____

_____

_____

Photocopying charges:
- ☐ None
- ☐ 100 pages or fewer (____ pages x 25¢ = _____)
- ☐ Over 100 pages (Estimate $ _____) date_____

Actual cost $_____

Identification Required: ☐ Yes

Identity verified for private information
- ☐ Driver's License, State ID, etc. #: _____
- ☐ Personal Knowledge
- ☐ Other _____

_____ _____

Signature of staff verifying ID | Date