SAINT PAUL PARK POLICE DEPARTMENT

Report Request Form

**Contact Information (optional)**
The St. Paul Park Police Department cannot require a requestor to identify themselves for public data; however, if you choose not to give us any identifying information, you will need to call City Hall at (651) 459-9785 to check on the status of your request. If we do not understand your request and have no way to contact you, we will not be able to begin processing your request. If requesting information regarding a juvenile you may be required to prove relationship. Information contained on this form is considered PUBLIC DATA.

<table>
<thead>
<tr>
<th>Requester Name</th>
<th>Date of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Phone Number</td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name(s) of person(s) involved</td>
<td>Incident Location</td>
</tr>
<tr>
<td>Case Number(s)/Type of Call</td>
<td>Date of Incident(s)</td>
</tr>
</tbody>
</table>

**Description of the data you are requesting:**
- [ ] Accident Report
- [ ] Police Report
- [ ] Photos
- [ ] Other (Describe)
- [ ] Inspection (No Charge)
- [ ] Copies
- [ ] Both Inspection and Copies
- [ ] Call me
- [ ] Mail Copy *

*Pre-payment is required prior to receiving copies via mail or email*

**Requester’s Signature**

<table>
<thead>
<tr>
<th>X</th>
</tr>
</thead>
</table>

**Identification (Optional – See below)**

**PUBLIC DATA:** Identification is not required for an individual requesting public data.

**PRIVATE DATA:** Private data will not be released without positive photo identification of the person requesting the data. If identification is not provided, the request will not be processed. A signature is also requested for private data.

*Confidential, Non-Public, Protected Non-Public Data will not be released*

**ADMINISTRATIVE USE ONLY**

Information classified as:
- [ ] Public
- [ ] Private
- [ ] Confidential
- [ ] Non-Public
- [ ] Protected Non-Public

**Action:**
- [ ] Approved
- [ ] Approved In Part (reason below)
- [ ] Denied (reason below)

**Reason:**
- [ ] Non-Public Data under MN Statute §13.82 Subd. 8-21
- [ ] Active Investigation
- [ ] Past Records Retention Period
- [ ] Referred to: [ ] St. Paul Park City Prosecutor [ ] Washington County Attorney

**Completed by:**

| Date: |

**FEES:**
- [ ] .25¢/ per B&W page for 100 pages or fewer (_______PAGES X .25¢ = ________)
- [ ] Over 100 B&W pages $10.00 + .25¢ for each additional page
- [ ] $10.00 for first photographs plus $1.00 for each additional
- [ ] $25.00 for each CD or DVD

**TOTAL:**