



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.

Requester Name	Date of Request
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Street Address	City, State, Zip
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Date of Birth	Phone Number	Email (if requesting emailed copy)
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Name(s) of person(s) involved	Incident Location
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Case Number(s)/Type of Call	Date of Incident(s)
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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 * Email Copy (No Charge)

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

Requester's Signature X	Identification (Optional – See below) Type: _____ Number: _____
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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 (unless CD is requested)
 \$25.00 for each CD or DVD (check this box if you want your photographs on a CD vs printed)

TOTAL: _____