Data Request Form

Fairmont Police Department
201 Lake Avenue
Fairmont, MN 56031

A. To be Completed by Requester

According to MS § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for "public data". If you are asking for data that is classified as "private data", or to have public data mailed to you, the identification details below will help to process your request.

Requester Name (Last, First, M.):	DOB:	Phone Number:
Address:		Fax Number:
City, State, Zip Code:		Email Address:
Signature:	Date of Request:	

Description of the Information Requested:

B. To be Completed by City Department

Department Name: **Fairmont Police Department**	Handled by:
Information Classified as: ☐ Public ☐ Non-Public ☐ Private ☐ Protected Non-Public ☐ Confidential	Action: ☐ Approved ☐ Approved in Part (Explain below) ☐ Denied (Explain below)

Remarks or basis for denial including statute section:

Note: According to MS § 13.03, subd. 3, authorizes us to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required prior to receiving copies of data. We do not charge for inspection of data or for separating none public data from public data.

Copy Charges:

☐ _____ Pages x .25¢ per page = _____

☐ No charge if victim of Domestic Abuse *# of pages* _____

☐ Employee Time ($12.00 per hour) _____Hours = _____
(charge only assessed if request is over 100 pages)

☐ Other Charges (photos, DVDs, CDs, fax, etc…) = _____

☐ Special Rate: _____ (attach explanation) = _____

Total Charges: $_____

Identity Verified for Private Information:

☐ Identification: Driver's License, State Id, Etc.

☐ Comparison with Signature on File

☐ Personal Knowledge

☐ Other: _____

Authorized Signature: _____ Date: _____

Effective 5-7-14