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:		
B. To be Completed by City Department			
Department Name: Fairmont Police Department	Handled by:		
Information Classified as:	Action:		
Public Non-Public	Approved		
☐ Private ☐ Protected Non-Public	Approved in Part (Explain below)		
Confidential			
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 non-public data from public data.			
Copy Charges:	Identity Verified	for Private Information:	
Pages x .25¢ per page =	☐ Identification	on: Driver's License, State ID, Etc.	
	☐ Compariso	on with Signature on File	
No charge if victim of Domestic Abuse # of pages	☐ Personal K	(nowledge	
Employee Time (per hour) Hours = (charge only assessed if request is over 100 pages)	Other:		
Other Charges (photos, DVDs, CDs, fax, etc) =			
Special Rate: (attach explanation) =			
Total Charges: \$			
Authorized Signature:	Date:		