

## Data Request Form—Data Subjects

Date of request \_\_\_\_\_

To request data as a data subject, you may be required to show a valid state ID, such as driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

- Inspection       Copies       Both inspection and copies

*Note: Inspection is free. You may be required to pay for copies before we will give them to you.*

These are the date I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Information

Data subject name		Parent/Guardian name (if applicable)	
Street address			City
State	Zip	Phone	
Email			

### Standards For Verifying Identity

Please provide one of the following to verify your identity. Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the required documents *or* an affidavit of ID.

<p>An <b>adult individual</b> must provide a valid photo ID, such as a:</p> <ul style="list-style-type: none"> <li>• state driver's license</li> <li>• military ID</li> <li>• passport</li> <li>• Minnesota ID</li> <li>• Minnesota tribal ID</li> </ul>	<p>A <b>minor individual</b> must provide a valid photo ID, such as a:</p> <ul style="list-style-type: none"> <li>• state driver's license</li> <li>• military ID</li> <li>• passport</li> <li>• Minnesota ID</li> <li>• Minnesota tribal ID</li> </ul>	<p>The <b>parent or guardian of a minor</b> must provide a valid photo ID <b>and either a:</b></p> <ul style="list-style-type: none"> <li>• certified copy of the minor's birth certificate <i>or</i></li> <li>• certified copy of documents that establish the parent or guardian's relationship to the child, such as:                             <ul style="list-style-type: none"> <li>• a court order relating to divorce, separation, custody, foster care</li> <li>• a foster care contract</li> </ul> </li> </ul>	<p>The <b>legal guardian for an individual</b> must provide a valid photo ID <b>and a</b> certified copy of appropriate documentation of formal or informal appointment as guardian, such as</p> <ul style="list-style-type: none"> <li>• court order(s)</li> <li>• valid power of attorney</li> </ul>
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### Data Practices Notice

*You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.*

### Completed By Department

Identification provided \_\_\_\_\_

**We will respond to your request within 10 business days.**



This document is available in alternate formats upon a 72-hour request. Please call 763-593-8006 (TTY: 763-593-3968) to make a request. Examples of alternate formats may include large print, electronic, Braille, audiocassette, etc.

