



CITY OF APPLE VALLEY
DATA REQUEST FORM – DATA SUBJECTS

Minnesota Government Data Practices Act, Chapter 13

Date of Request: _____

I am requesting access to data in the following way:

- Inspection (free)
Copies (cost*)
Both inspection and copies (cost for copies*)

*Charges of \$5.00 and less are waived

To request data as a data subject, you must show a valid state ID, such as a driver’s license, military ID, or passport as proof of identity. (See Standards for Verifying Identity on back of page.)

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible.

Three horizontal lines for describing the data requested.

Contact Information

Data Subject Name: _____
Parent/Guardian Name (if applicable): _____
Address: _____
Phone Number: _____ Email Address: _____

You do not have to provide your phone number or email address. However, if you want us to email you copies of data, we will need your email address. In addition, if we do not understand your request and need to get clarification from you, having your phone number or email address may expedite communications, so we may begin processing your request sooner.

City of Apple Valley will respond to your request within 10 business days.

01/16 For Office Use Only Code to: 1001-4211
Date request received: _____ Identification provided: _____ Approved / Denied
Date paid: _____ Amount \$: _____ Receipt no.: _____
Request handled by: _____ Date data provided: _____

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.