



REQUEST FOR INFORMATION: PUBLIC DATA, PRIVATE DATA AND POLICE RECORDS

*Requests may be submitted by mail, email or in person to the
Police Department for police related information or the
Administration Office for all other requests.*

****see Data Privacy and Fee Schedule notes on back before continuing**

REQUESTED BY

NAME:	DATE:
PHONE #:	EMAIL:

Are you named in the data request? YES NO
*If NO, you may **not** be entitled to private data without a notarized signed informed consent from the data subject.*

If YES, a signature per below is required to ensure that you are entitled to the data.

Signature of above requestor or guardian (Private Data): _____
If appearing in person, a photo ID and/or proof of guardianship is required.
If not appearing in person, this signature above must be notarized:
 Subscribed and sworn before me on this ____ day of _____, 20____.

 Notary Public Signature

TYPE OF INFORMATION REQUESTED

The information you are requesting may or may not be available to you. After your request is reviewed, you will be notified when the information is available and if any fees will be assessed.

I am requesting data in the following way: EMAIL COPIES PICK UP COPY INSPECTION (appointment to look at copy)

POLICE REPORT

ICR/Case Number: _____

Type of Incident: _____

Date/Time of Incident: _____

Location of Incident: _____

OTHER DATA REQUEST

Time Period (from: _____ to: _____)

Location: _____

Request Details: _____

CRIMINAL BACKGROUND CHECK (POLICE)

PRIVATE DATA (Human Resources/Administration)
**See private data and signature info above*

Subject full name: _____

Address: _____ DOB: _____

_____ SEX: _____

Request Details: _____

TO BE COMPLETED BY DEPARTMENT STAFF

<input type="checkbox"/> DATA RELEASED	<input type="checkbox"/> NO DATA
<input type="checkbox"/> DATA INSPECTED ONLY	COST: \$ _____
<input type="checkbox"/> REQUEST DENIED	

Please use next section if more space is needed.

Data Privacy Notes:

- Minnesota Government Data Practices Act, Chapter 13.04 subd.3, states that the City of Moorhead has up to 10 days (excluding weekends and holidays) to provide the above information, ***if you are the subject of the data request.***
- Minnesota Government Data Practices Act, Chapter 13.04 subd. 3, states you can only receive this information ***once, every six months***, unless additional information has been received.
- Minnesota Government Data Practices Act, Chapter 13.03 subd. 3.c, states: c) The responsible authority or designee shall provide copies of public data upon request. If a person requests copies or electronic transmittal of the data to the person, the responsible authority may require the requesting person to pay the actual costs of searching for and retrieving government data, including the cost of employee time, and for making, certifying, compiling, and electronically transmitting the copies of the data or the data, but may not charge for separating public from non-public data.
- Submit requests for police documents and reports to the Moorhead Police Department and all other requests to the Administration department:

City of Moorhead

Administration

PO Box 779

Moorhead, MN 56561-0779

Email: citymanager@cityofmoorhead.com

(218) 299-5303

City of Moorhead Police Department

Records Division

911 11th St N

Moorhead, MN 56560

(218) 299-5120

City of Moorhead Fee Schedule:

NOTE: You will be notified of any costs incurred by your request prior to it being filled

Inspection of data	FREE	Photos (plus cost of reprints)	5.00
Criminal background/Records check	\$10.00	Digital Photos (CD)	5.00
Data Request	4.00	Digital Photos (per printed photo)	0.50
Accident Reports	4.00	911 Call Transcript (per hour, min 1 hr)	30.00
Incident Reports (per printed side)	0.25	Audio Recording Transcribed (per hour)	20.00
Audio CD File	5.00	Staff time (if applicable per hour)	20.00
DVD Video File	5.00		