



# Public Data Request Form

## City of Moorhead

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

DATE: \_\_\_\_\_

CASE # or DATE OF  
INCIDENT: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_

I WOULD LIKE:  ELECTRONIC COPIES EMAILED

PHONE #: \_\_\_\_\_

HARD COPIES

EMAIL: \_\_\_\_\_

JUST TO INSPECT DOCUMENTS

**DESCRIBE THE DATA YOU ARE REQUESTING AS SPECIFICALLY AS POSSIBLE:**

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### POLICE DEPARTMENT - BACKGROUND CHECKS

**\*COPY OF PHOTO ID OF REQUESTOR REQUIRED**

**SUBJECT OF BACKGROUND – ALL INFORMATION REQUIRED:**

\_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
DOB (required) SEX MAIDEN NAME OR ALIAS IF APPLICABLE

**Do you want copies of reports relating to the items listed on the background?** YES NO

**Other information requested:**

## 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 data request to most the applicable department:

City of Moorhead  
City Manager's Office  
PO Box 779  
Moorhead, MN 56561-0779  
Email: [citymanager@cityofmoorhead.com](mailto:citymanager@cityofmoorhead.com)  
(218) 299-5303

City of Moorhead Police Department  
Records Division  
911 11<sup>th</sup> St N  
Moorhead, MN 56560  
Email:  
(218) 299-5120

## City of Moorhead Fee Schedule:

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