



## 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 form and photo ID from the data subject.  
If the requested data is private, a signature and photo ID and/or proof of guardianship is required to ensure you are entitled to the data.*

**Signature of above requestor or guardian (Private Data):** \_\_\_\_\_

*If not appearing in person, this signature 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)

<input type="checkbox"/> <b>POLICE REPORT</b>  ICR/Case Number: _____  Type of Incident: _____  Date/Time of Incident: _____  Location of Incident: _____	<input type="checkbox"/> <b>OTHER DATA REQUEST</b>  Time Period (from: _____ to: _____)  Location: _____  Request Details: _____  _____  _____  _____  _____		
<input type="checkbox"/> <b>CRIMINAL BACKGROUND CHECK (POLICE)</b> <input type="checkbox"/> <b>PRIVATE DATA (Human Resources/Administration)</b> <i>*See private data and signature info above</i>  Subject full name: _____  Address: _____      DOB: _____  _____      SEX: _____  Request Details: _____  _____  _____	<b>TO BE COMPLETED BY DEPARTMENT STAFF</b>  <table style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> DATA RELEASED  <input type="checkbox"/> DATA INSPECTED ONLY  <input type="checkbox"/> REQUEST DENIED         </td> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> NO DATA           COST: \$ _____         </td> </tr> </table>	<input type="checkbox"/> DATA RELEASED <input type="checkbox"/> DATA INSPECTED ONLY <input type="checkbox"/> REQUEST DENIED	<input type="checkbox"/> NO DATA  COST: \$ _____
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*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](mailto:citymanager@cityofmoorhead.com)

(218) 299-5303

### City of Moorhead Police Department

Records Division

911 11<sup>th</sup> 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		