

# Data Request Form – Data Subjects

## City of Scandia, Minnesota

**Date of request:** \_\_\_\_\_

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.

**I am requesting access to data in the following way:**

Note: inspection is free but you will be charged for the actual cost of making any copies.

Inspection

Copies

Both inspection and copies

**These are the data I am requesting:**

Note: 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) \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Signature of Data Subject or Parent/Guardian \_\_\_\_\_

**Staff Verification**

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

The City of Scandia will respond to your request within 10 business days.