



Data Request Form

Date of request:

I request access to data as (select one or both): Copies Email

Note: Some requests and copies of data are subject to the fee schedule. Payment must be made before copies are provided. If you are requesting private data about yourself, you will be required to provide proof of identity before we will provide the data to you.

I am requesting the following data:

Department or Area:
List of Keywords:
Explanation of Data Request:

Contact Information: (optional)

Name		
Address		
City	State	Zip
Phone	Email	

You do not have to provide any of the above contact information. However, if you want us to send you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. Finally, if you are requesting private data about yourself, we will need a way to verify your identity before we can provide you with the data.

The City of Crookston will respond to your request as soon as reasonably possible.

Internal Use Only	Received by:	Date:
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