



SPRING LAKE PARK POLICE DEPARTMENT

1301 81ST Avenue NE

Spring Lake Park, MN 55432

Phone: 763-792-7200

Office Hours: Monday – Friday 8:00am to 4:30 pm

Return this completed form in person to the above address

REQUEST FOR DATA

Completed by Requestor

You do not have to provide any of the contact information for public data. However, 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.

Print Your Name:	Date of Birth:
Company/Agency Name:	
Address:	
Phone:	Email:

CLASSIFICATION OF DATA (select one): I am the subject of the data: I am NOT the subject of the data: If the information you are requesting is about you personally, then YOU are the “subject of the data” <i>I understand the Spring Lake Park Police Department will make the final determination as to the release of information as per standards set forth by the Minnesota Government Data Practices Act and the fee schedule. Data will be redacted in accordance to MN Statute 13.82. The Spring Lake Park Police Department responds to requests within 7 business days of receiving the request. Larger requests can take longer than 7 days to fill. There is a fee of 25¢ per page up to 100 pages. If the request is more than 100 pages, you will be billed for the time it takes an employee to gather, evaluate and or redact data. Prepayment is required after it's determined how many pages there are and staff time.</i>
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Case Number (if known):	Date/Time of Incident:
Location of Incident (vehicle crash, theft, etc.)	
Names/Date of Birth of Individuals Involved (if known)	

<u>For Office Use Only</u>	
Report Number(s):	
Number of Pages Released:	Total Due (\$.25 per page):