



City Clerk

Room 318  
411 West First Street  
Duluth, Minnesota 55802

# FORM

**CITY OF DULUTH REQUEST FOR INFORMATION FORM FOR DATA SUBJECTS**  
**Minnesota Government Data Practices Act**

**GOVERNMENT DATA PRACTICES ACT CLASSIFICATION WARNING:** The data you supply on this form will be used to process your data request. The information you provide on this form is subject to the Minnesota Government Data Practices Act and is classified as public data. You are not legally required to provide this data, but we may not be able to process your request without it.

NAME\*: \_\_\_\_\_

*\* 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. You must provide proof of your identity before the City can release the data to you. This form includes a list of acceptable forms of identification.*

PHONE NUMBER: \_\_\_\_\_

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

MAILING ADDRESS: \_\_\_\_\_

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

Describe the data you are requesting as specifically as possible:

I am requesting access to data in the following way (mark one):

- Inspection** – no charge
- Copies** – 25 cents per page for 100 or fewer paper copies of letter or legal sized paper copies (two-sided is 50 cents a copy). For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.) the City charges the actual cost (not to exceed \$25.00 per hour for employee time) after the first one hour of employee time per data request. The first hour of employee time per data request is free of charge.
- Both inspection and copies** - see charges above. You have the right to look at data, free of charge, before deciding to request copies.

SIGNATURE: \_\_\_\_\_

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

Please submit this form via email to the City Clerk's Office, or by mail, or hand delivery to the City Clerk's Office, Room 318, City Hall, 411 West First Street, Duluth, MN 55802.

FOR INTERNAL USE ONLY			
Identity Confirmed as: _____		on (Date): _____	
Received on:	By:	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part <input type="checkbox"/> Denied	
Remarks or Basis for Denial including Statute:		Photocopying Charges: <input type="checkbox"/> None <input type="checkbox"/> _____ Pages x 25 cents = _____ <input type="checkbox"/> Actual Costs: _____ Itemization of Actual Costs: _____	

## STANDARDS FOR VERIFYING IDENTITY

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**The following constitute proof of identity:**

- An adult individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID
  - a tribal ID
  - a military ID
  - a passport; or
  - the foreign equivalent of any of the above
  
- A minor individual must provide a valid photo ID, such as
  - a driver's license
  - a state-issued ID (including a school/student ID)
  - a tribal ID
  - a military ID
  - a passport; or
  - the foreign equivalent of any of the above
  
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate; or
  - a certified copy of documents that establish the relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
  
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.