



SPRING LAKE PARK POLICE DEPARTMENT

1301 81ST Avenue NE
Spring Lake Park, MN 55432
Phone: 763-792-7200

Office Hours: Monday – Friday 8am to 430 pm
Return this completed form in person to the above address

REQUEST FOR DATA

Completed by Requestor

Print Your Name:	Date of Birth:
Company/Agency Name:	
Address:	
Phone:	Email:
<p>If the information you are requesting is about you personally, then YOU are the “subject of the data”</p> <p>CLASSIFICATION OF DATA I am the subject of the data: <input type="checkbox"/> I am NOT the subject of the data: <input type="checkbox"/></p> <p><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.</i></p> <p><i>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></p>	
Type of Incident (theft, MV accident, etc.):	Date of Incident:
Location of Incident (address/cross street):	
Name/Date of Birth of Individuals Involved (if known)	
<u>Office Use Only</u>	
Case/Report Number(s):	
Number of Pages Released:	Total Due: