

City of Farmington

Data Request Form – Data Subjects

Date of request:				
I am requesting acc	cess to data in the following v	vay:		
☐ Inspection	☐ Copies (cost)	\square Both inspection	and copies (cos	t for copies)
Note: insp	ection is free but we charge fo	or data when the cost is ov	ver \$5.00.	
•	a data subject, you must show f identity. <i>(See standards for v</i>			military ID, or
These are the data	I am requesting:			
Describe the data you are requesting as specifically as possible.				
Contact Information	nn .			
	ame (if applicable):			
Addi ess	Street	City	State	Zip
Phone number:		Email address:		
copies of data, we very	provide any of the above comwill need some type of contactors get clarification from you, we quest until you contact us.	t information. In addition	, if we do not un	derstand your

We will respond to your request as soon as reasonably possible.

Standards for Verifying Identity

The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
 - o a state driver's license
 - o a military ID
 - o a passport
 - o a Minnesota ID
 - o a Minnesota tribal ID
- A minor individual must provide a valid photo ID, such as
 - o a state driver's license
 - o a military ID
 - o a passport
 - o a Minnesota ID
 - o a Minnesota Tribal ID
 - o a Minnesota school ID
- The parent or guardian of a minor must provide a valid photo ID and either
 - o a certified copy of the minor's birth certificate or
 - o a certified copy of documents that establish the parent or guardian's 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 exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.