Data Request Form

REQUESTER COMPLETE Items 1-7

1. DATE OF REQUEST	

2. REQUESTER NAME *(Last, First, Middle)*	**REQUESTER NOTES:**
3. ADDRESS	**A.** Identification is not required for public data; Contact information is required for us to be able to provide the requested data.
	B. Identification is required for release of private or nonpublic data.
4. PHONE	**C.** <u>You must have the complete name and date of birth if you are requesting a background check on an individual</u>.
⌋ Home #	**D.** Disclosure of information depends on the data requested and the status of any related case or investigation.
⌋ Cell #	**E.** The City may require pre-payment or may provide a phased response depending on the request.
5. EMAIL (if applicable)	

6. DESCRIPTION OF DATA REQUESTED ☐ Inspection ☐ Copies ☐ Both inspection and copies

7. SIGNATURE

To Be filled out by the City:

REQUEST TYPE:	**REQUESTED BY:**
⌋ In-person ☐ Mail ☐ Phone	⌋ Subject of data ☐ Not Subject of data

DATA REQUESTED IS CLASSIFIED:
⌋ Public   ☐ Private/Nonpublic   ☐ Confidential/Protected Nonpublic

RESPONSE (provide notes for checked boxes)
⌋ Clarification Requested: _____
⌋ Pre-payment: _____
⌋ Estimated Cost: _____
⌋ Phased Response: _____

REQUEST	**REQUEST HANDLED BY:**
⌋ Approved ☐ Denied ☐ Approved in Part *(explain in REMARKS)*	

REMARKS:	**ADDITIONAL REMARKS:**
⌋ Not Public Data Has Been Removed.	
⌋ Mailed _____	
⌋ Faxed _____	
⌋ In Person _____	

PAYMENT DUE: _____ **PAYMENT RECEIVED:** _____