



AVON POLICE DEPARTMENT

Corey F. Nellis, Chief of Police

140 Stratford Street E, PO Box 195, Avon, MN 56310 ~ (320) 356-7575 ~ Fax: (320) 356-2259 ~ avonpolice@co.stearns.mn.us



ICR:
Received on:
BY:

Request for Police Department Data

Minnesota State Law (Chapter 13) regulates the dissemination of government and law enforcement data. There are three main classifications for Data on Individuals: Public Data, Private Data and Confidential Data. There are three types of Data Not on Individuals: Public Data, Nonpublic Data, Protected Nonpublic Data. **Definitions can be located in Minn. Stat. § 13.02.**

PUBLIC DATA: If you are requesting public data, the requestor information is not required. You are asked to provide the information, but you are not required by state law to identify yourself, state a reason or to justify your request to gain access to public government data. Your information provided will only be used to facilitate your request, notify you if there are questions, or to notify you when the request has been completed. If you refuse to provide the requested information, this may result in delay of the processing of the request, and it will be your responsibility to contact this department to determine the status of the request.

NONPUBLIC OR PRIVATE DATA: If you are requesting nonpublic or private data, you will be required to show proof of identity, complete the requestor information and provide a signature and date of birth.

REQUESTOR INFORMATION - PRINT CLEARLY:

FULL NAME: (First, Middle, Last)		Date of Request:
Address:		City, State, Zip
Phone Number(s):	Email (if contact by email requested):	

DATA REQUESTED - PRINT CLEARLY:

I am: NOT THE DATA SUBJECT (Member of the Public requesting data not on myself)
Or I am the DATA SUBJECT (Person that the data are about)

Case Number(s) if known: _____ Date or Date Range: _____

_____	_____
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Subject(s) involved/Date of Birth(s):

Location:

Other Information: What are you requesting?

I am requesting access to data in the following way (Note: inspection is free but there are charges for photocopies.)
 Inspection Copies Both inspection and copies

** Please notify me when complete *OR* I will call the Avon Police Department to follow up **

Private Data - Signature of the above listed requestor:

Date signed: ___/___/____ Date of Birth: ___/___/____

Minnesota State Traffic Accident Report Filed with State of Minnesota is governed by 169.09 Subd 13 - Private Data
Requires written request by qualifying individual, representative or legal counsel.

TO BE PREPAID BEFORE RELEASE OF RECORDS - Photocopy charges:
Minn. Stat. § 13.03, 13.04 - Subject of Data AND Public Requestor:

*1-100 Pages = \$0.25 per side of page, black and white.
*101 or more pages = actual cost of personnel time; Actual cost of postage; Upon request a Copy Cost Estimate may be provided. Actual costs applied.

* Color Copy: Actual Cost of personnel time.

Media Storage Copy charges:

CD: \$5.00 per CD
DVD: \$10.00 per DVD
Other: Copy Cost Estimate to be provided

A response to this request will be within a reasonable amount of time, or within 10 days (excluding Saturdays, Sundays, and legal holidays).
Minn. Stat. § 13.02 subd 3(c) / 13.04 subd 3

TO BE COMPLETED BY THE CITY OF AVON POLICE DEPARTMENT DESIGNEE:

- Information requested is classified as: Public Non-Public Private Protected Non-Public Confidential
- If Private/Non-Public: Proof of ID presented: DL Passport Military ID Other: _____
- Parent or Legal Guardian of Minor: Supporting documents provided for review Other: _____
- Action: Approved Approved in part (explain below) Denied (explain below)

Remarks or basis for denial including Minnesota Statute citation if applicable:

Department Notes:

Document(s) picked up: Document(s) mailed: Date: ___/___/____ **Pages/\$0.25 each** **Media:** _____ **Actual:** _____

Release of records handled by: _____

Total Charges: \$ _____
PAID: **Receipt Issued:**