

# Data Request Form – Data Subjects

Date of request:

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.

I am requesting access to data in the following way:

Note: inspection is free but the Minnesota Department of Commerce will charge for copies when the cost is over \$10.00.

- Inspection                       Copies – Electronic                       Copies – Paper

## These are the data I am requesting:

Note: As specifically as possible, describe the data you would like to inspect or the data for which you like to receive copies.

## Contact Information

Data Subject Name:

Parent/Guardian Name (if applicable):

Address:

Email:

Phone Number:

Signature of Data Subject of Parent/Guardian: \_\_\_\_\_

## Staff Verification - Identification Provided

- state driver’s license                       Minnesota tribal ID                       Minnesota ID  
 passport                       military ID                       Minnesota School ID

The Minnesota Department of Commerce will respond to your request within 10 business days from our receipt of your request.