



Sample Data Request Form for Members of the Public

Office of MN.IT Services

Instructions: Please complete this form and submit it to:

Michelle Klatt, MN.IT Data Practices Compliance Official
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
email: Michelle.Klatt@state.mn.us

Note: You do not have to provide any of the contact information below. However, if you want us to mail, email or fax you copies of data, we will need some type of contact information. We may also need some contact information from you depending on how you would like to pay for copies and other costs. If we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Date of request:

Name of requestor:

Address 1:

Address 2:

Phone:

Email:

I am requesting access to data in the following way:

Note: inspection is free but MN.IT charges for copies when the cost is over \$10.00.

Inspection Copies Both Inspection and Copies

I am requesting the following data pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.