

Data-Request Form

You Are the Data Subject

Request date:

Contact information:

Name:

Parent or guardian name (if applicable):

Phone number:

Email address:

Address:

Proof of identity: To request data as a data subject, **you must show proof of identity**. See the next page for what we accept for proof of identity.

The data that I am requesting (describe as specifically as possible):

I am requesting access to data in the following way:

- Inspection
- Copies
- Both inspection and copies

Note: Inspection is free, but we may charge for copies. See page 5 of Policy 2.

We will respond to your request within 10 business days

To be completed by Bureau staff:

Identity confirmed:

Date:

Staff name:

Proof of Identity

The table shows what we accept for proof of identity:

| | |
|-----------------------------------|--|
| Adult | Valid photo ID, such as: <ul style="list-style-type: none">• a driver's license;• a state-issued ID;• a Tribal ID;• a military ID;• a passport; or• the foreign equivalent of any of the above. |
| Adult's legal guardian | Valid photo ID and a certified copy of appropriate documentation showing formal or informal appointment as guardian, such as: <ul style="list-style-type: none">• a court order; or• power of attorney. |
| Minor | Valid photo ID, such as: <ul style="list-style-type: none">• a driver's license;• a state-issued ID (including a school or student ID);• a Tribal ID;• a military ID;• a passport; or• the foreign equivalent of any of the above. |
| Minor's parent or guardian | Valid photo ID and either: <ul style="list-style-type: none">• a certified copy of the minor's birth certificate; or• a certified copy of documents that establish the parent's or guardian's relationship to the minor, such as:<ul style="list-style-type: none">▪ a court order relating to divorce, separation, custody, or foster care;▪ a foster-care contract; or▪ an affidavit of parentage. |

Note: Individuals who don't inspect data in person or pick up copies of data in person may be required to provide either (1) an affidavit of ID, or (2) notarized or certified copies of the required documents that establish proof of identity.