

## DATA REQUEST FORM – PUBLIC

### USE THIS FORM TO REQUEST PUBLIC DATA THAT IS NOT YOUR OWN DATA

- To request your own data, complete the [Data Request Form – Data Subject](#)
- To request a public data mailing list, complete the [Data Request Form – Public Data Mailing List](#)

#### INFORMATION & INSTRUCTIONS

- **REVIEW DATA REQUEST POLICY:** Review the Board’s [Data Practices Policy for Members of the Public](#).
- **COMPLETE AND SUBMIT DATA REQUEST FORM:** This form may be completed electronically or printed. Complete form and submit to the Board via email, fax, or mail.
- **BOARD REVIEW PROCESS:** Upon receiving your request, we will review and respond to your request within a reasonable amount of time. We may ask you to clarify what data you are requesting. If applicable, we will notify you about requirements to prepay for copies.
- **COPY COSTS:** Inspection of data, that is, viewing data in person at the Board office at an arranged date and time, is free. The Board charges for copies if the cost is more than \$15. See Copy Costs section in the Board’s [Data Request Policy for Members of the Public](#) for complete information. If a copy cost is applicable, we will notify you following review of your request. Payment is required before we will provide copies to you.

#### CONTACT INFORMATION

- You do not have to provide any contact information. However, if you want us to mail or email you copies of data, we will need some type of contact information.
- We may need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

NAME:

EMAIL ADDRESS:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

PREFERRED METHOD OF CONTACT (*check one*):

Email

Mail

Phone

**DATA REQUEST INFORMATION**

- If you are requesting public data for an individual, please provide as much information as you know, i.e., first, last and middle name, license number, etc.
- You must provide at least first and last name in order for us to identify the individual.
- Inspection means viewing data in person at the Board office at an arranged date and time, and is free.

DATA SUBJECT NAME *(if applicable)*:

LICENSE NUMBER *(if applicable)*:

I am requesting access to data in the following way *(check one)*:

Copies

Inspection *(requires in-person appointment)*

Both inspection and copies

If requesting copies, preferred method of receiving available data *(check one)*:

Email

Mail

Other: \_\_\_\_\_

- Use the space below to describe the data you are requesting as specifically as possible.
- You may attach additional sheets if needed.
- We will respond to your request within a reasonable amount of time.
- If additional information is needed, or if there is a copy cost associated with your request, we will contact you with details.