

DATA REQUEST FORM – PUBLIC DATA MAILING LIST

USE THIS FORM TO REQUEST A PUBLIC DATA MAILING LIST

- To request other public data, complete the [Data Request Form – Public](#)

INFORMATION & INSTRUCTIONS

- **REVIEW DATA REQUEST POLICY:** Review the Board's [Data Practices Policy for Members of the Public](#).
- **MAILING LIST FORMAT AND COSTS:**
 - **Data Included:** Public data mailing lists data includes name, public mailing address, public email address, license type, status, expiration date, and granted date.
 - **Format:** Public data mailing lists are produced in Excel format and delivered via email; they are not printed on either labels or paper.
 - **Options:** The following public data mailing lists are available:
 1. Individuals currently licensed – Charge is \$50
 2. Individuals previously but not currently licensed – Charge is \$50
 3. Customized mailing lists – Charge is based on time and materials to produce the public data and mailing lists
- **COMPLETE DATA REQUEST FORM:** This form may be completed electronically and/or printed.
- **SUBMIT DATA REQUEST FORM & PAYMENT IF APPLICABLE:**
 - If requesting a list of individuals currently licensed OR individuals previously but not currently licensed, **form must be submitted by mail and include check or money order** for cost of public data mailing list. Forms not accompanied by payment when applicable or payment submitted without this form are void and will be returned.
 - If requesting a customized mailing list, submit form via email, fax, or mail. We will contact you regarding cost. Payment is required before we will provide the public data mailing list to you.
- **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.

CONTACT INFORMATION

- You do not have to provide your name. However, we will need an email address to send the mailing list to you.
- We may also need to contact you if we do not understand your request. We will not work on your request until we can clarify it with you.

ORGANIZATION NAME/YOUR NAME:

EMAIL ADDRESS:

PHONE NUMBER:

PUBLIC DATA MAILING LIST REQUEST INFORMATION

I am requesting the following type of standard mailing list:

☐ Individuals currently licensed

☐ Individuals previously but not currently licensed

- The charge for **each** standard mailing list is \$50.
- Submit this form by mail and include check or money order made payable to the Board of Social Work.
- Forms not accompanied by payment when applicable or payment submitted without this form are void and will be returned.
- Public data mailing lists are produced in Excel format and include name, public mailing address, license type, license status, expiration date, granted date, and public email address.

☐ I am requesting a customized mailing list

- The charge for a customized mailing list is based on time and materials required to produce.
- Describe the data you are requesting as specifically as possible in the space below.
- After reviewing your request, we will contact you regarding cost. **Do not submit payment with this form if requesting a customized mailing list.**
- Review the Board's [Data Request Policy for Members of the Public](#) for more information on how costs are calculated.