

# 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 would 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
- passport
- Minnesota tribal ID
- military ID
- Minnesota ID
- Minnesota School ID

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