Sample Data Request Form for Data Subjects

Office of MNIT Services

*Instructions: Please complete front and back of this form and submit it to:*

Michelle Klatt, MNIT Data Practices Compliance Official
200 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155
email: michelle.klatt@state.mn.us
phone: 651.201.2619

*Note: To request data as a data subject, you may be asked to authenticate your identity, which may require a notarized letter, a certified copy of a photo ID, or showing us a valid photo ID, such as a driver’s license, military ID, or passport. Parents, guardians of minors, and legal guardians of individuals must show additional documentation specified in this manual (see Identification Issues on page 14 of the MNIT Data Practices Manual).*

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**Date of request:** Click here to select date

**Name of data subject:** Click here to enter text.

**Parent/Guardian name (if applicable):** Click here to enter text.

**Address 1:** Click here to enter text.

**Address 2:** Click here to enter text.

**Phone:** Click here to enter text.

**Email:** Click here to enter text.

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**I am requesting access to data in the following way:**

☐ In-person Inspection ☐ Paper Copies ☐ Electronic Copies Sent via Email

**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.*

Click here to enter text.
For Internal Use Only—MNIT Staff Verification
Identity Authenticated? ☐ Yes ☐ No
Verified by: Name ___________________________ Signature ___________________________________________________