

## Data Request Form – Data Subjects

### City of Owatonna, Minnesota

**Date of request:** \_\_\_\_\_

To request data as a data subject, you must present a valid government issued identification card, such as a driver's license, military identification, or passport as proof of identity.

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

**Inspection**

**Copies**

**Both Inspection and Copies**

*Note: Inspection is free but the City does charge for copies. Charges are 25 cents per single-sided copy and 50 cents per double-sided copy.*

**These are the data I am requesting:**

*Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.*

### **Contact Information**

Data subject

Name \_\_\_\_\_

Parent/Guardian name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

Signature of Data Subject or Parent/Guardian \_\_\_\_\_

### **Staff Verification**

Identification provided \_\_\_\_\_

The City of Owatonna will respond to your request within 10 business days.

## Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
  
- A **minor individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
  
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
  
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.