



## Data Request Form

### Requester Complete Items 1-7:

<p>1. DATE OF REQUEST</p>	<p><b>REQUESTER NOTES:</b></p> <p>A. Identification is not required for public data; Contact information is required for us to be able to provide the requested data.</p> <p>B. Identification is required for release of private or nonpublic data.</p> <p>C. <u>You must have the complete name and date of birth if you are requesting a background check on an individual.</u></p> <p>D. Disclosure of information depends on the data requested and the status of any related case or investigation.</p> <p>E. The City may require pre-payment or may provide a phased response depending on the request.</p>
<p>2. REQUESTER NAME <i>(Last, First, Middle)</i></p>	
<p>3. ADDRESS</p>	
<p>4. PHONE (Home/Cell)</p>	
<p>5. EMAIL</p>	
<p>6. DESCRIPTION OF DATA REQUESTED      Inspection      Copies (Email or Hard Copy)      Both Inspection and Copies</p>	
<p>7. SIGNATURE</p>	

### To Be filled out by the City:

<p><b>REQUEST TYPE:</b></p> <p style="text-align: center;">In-person      EMail      Mail      Fax</p>	<p><b>REQUESTED BY:</b></p> <p style="text-align: center;">Subject of data      Not Subject of data</p>
<p><b>DATA REQUESTED IS CLASSIFIED:</b></p> <p style="text-align: center;">Public      Private/Nonpublic      Confidential/Protected Nonpublic</p>	
<p><b>RESPONSE</b></p> <p>Clarification Requested: _____</p> <p>Pre-payment: _____</p> <p>Estimated Cost: _____</p> <p>Phased Response: _____</p>	
<p><b>REQUEST</b></p> <p style="text-align: center;">Approved      Denied      Approved in Part <i>(explain in REMARKS)</i></p>	<p><b>REQUEST HANDLED BY:</b></p>
<p><b>DATA SENT BY &amp; DATE:</b></p> <p>Not Public Data Has Been Removed.</p> <p>Emailed _____</p> <p>Mailed _____</p> <p>Faxed _____</p> <p>In Person _____</p>	<p><b>ADDITIONAL REMARKS:</b></p>
<p><b>PAYMENT DUE:</b> _____      <b>PAYMENT RECEIVED:</b> _____</p>	