



Date of request: _____

I am requesting access to data in the following way: Inspection Copies Inspection and Copies

Type of request

Summary Data

Data Subject (on self) *

Other

Data not on an individual

Data on an individual**

*You will be required to provide reasonable identification to demonstrate your right to access private data on self

**If the request is for private data on an individual, an authorization to release the data is required. If the request is for private data on a minor child, you will be required to provide reasonable identification to demonstrate your right to access the child’s private data. Acceptable forms of identification can be found on the next page.

This is the data I am requesting:

Describe the data you’re requesting, be as specific as possible (dates, types, names, projects). (Add another page if more space is needed).

Contact Information

Name:

Mailing address:

Phone number:

Email:

You are not legally required to provide any of the above contact information, however, if you want us to mail/email you copies of data, we will need your contact information and if we do not understand your request we may need to contact you for clarification.

Send your completed form to:

Ramsey/Washington Recycling & Energy Data Practices
100 Red Rock Road
Newport, MN 55055

info@recyclingandenergy.org

A fee may not be charge for inspection of government data, although Minnesota Statutes, Section 13.03, subdivision 3(c) allows us to charge for copies. Applicable fees can be found in the Public Data Practices Request Policy and the Data Subject Data Practices Request Policy.



If requesting private or non-public data requestor must provide proof of identify information which proves they are the subject of the data, authorized by the subject of the data, or the parent or the guardian of a minor child who is the subject of the data. Such as:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- 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 inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.