



REQUEST FOR RELEASE OF PRIVATE DATA

This authorization gives express authority to Ramsey/Washington Recycling & Energy to release private data held by the organization of the individual identified in this release.

Provisions of State Data Practices under Minnesota Statute 13.04

- A. Information collected through use of this release may be used and disseminated only to individuals or agencies specifically authorized access to that data by state, local or federal law subsequent to the collection of that data.
- B. You may refuse to sign this release of information, but such refusal will result in a denial of request for record.
- C. This release of information is valid for this request only.

Data Subject Identifying Information (Please print clearly or type)

Note: If the data subject's name has changed from the name on the requested data, provide evidence of the name change, such as a marriage certificate, divorce decree, court ordered name change or adoption record.

_____ **Last Name, First Middle**

_____ **Date of Birth**

_____ **Address**

_____ **Email Address**

_____ **Phone**

If Data Subject is a Minor or Legally Incompetent Adult

_____ **Parent or Guardian Full Name**

_____ **Relationship to the Data Subject**

Data Subject Authorization

I _____ authorize Ramsey/Washington Recycling & Energy to release information or records about me to:

_____ **Name of Organization**

_____ **Address**

_____ **Telephone**

_____ **Name of Person**

_____ **Address**

_____ **Telephone**

Release the following information or records. If you need additional space, please continue on the back. (please be as specific as possible):



Authorization

I am the data subject, or the parent or legal guardian of the data subject who is a minor or the legal guardian of a legally incompetent adult.

I declare I have examined all the information on this form, and it is true and correct to the best of my knowledge.

This authorization is valid for this request only. I understand I can cancel this authorization at any time.

Data Subject or Parent/Legal Guardian Signature

Date

Data Subject or Parent/Legal Guardian Signature

Date

Data Subject or Parent/Legal Guardian Signature

Date

*If you are the parent or legal guardian, we require proof that you are the parent or legal guardian of the data subject. If you are the parent or legal guardian of a legally incompetent adult, we require legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 3. If you do not provide proof that you are the data subject or the data subject's parent/legal guardian, we cannot respond to your request.



Standards For Verifying Identity

The following constitute proof of identity:

- 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.