



# City of Deephaven, Minnesota

20225 Cottagewood Road, Deephaven, MN 55331 | [www.cityofdeephaven.org](http://www.cityofdeephaven.org) | (952) 474-4755

## City of Deephaven Data Request Form 20225 Cottagewood Road, Deephaven, MN 55331 (952) 474-4755 | [www.cityofdeephaven.org](http://www.cityofdeephaven.org)

**A. To be Completed by Requester**, select one of the following:

**Civil Data Request**

Kimberly Lenarz-Greenwaldt  
City Clerk

**Criminal Data Request**

Cory Johnson  
Chief of Police

Requester Name (Last, First, M.):	Phone Number:
Street Address:	Fax Number:
City, State, Zip Code:	Email Address:
Signature:	Date of Request:
<i>Note: Pursuant to Minn. Stat § 13.05, subd. 12, persons are not required to identify themselves, or state a reason for, or justify a request for public data. The City does, however, need contact or location information sufficient to supply and send the information requested.</i>	
Detailed description of the Information Requested: attach additional pages if necessary.	

**B. To be Completed by City Department**

Department Name:	Handled by:
Information Classified as: <input type="checkbox"/> Public <input type="checkbox"/> Non-Public <input type="checkbox"/> Private <input type="checkbox"/> Protected Non-Public <input type="checkbox"/> Confidential	Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part (Explain below) <input type="checkbox"/> Denied (Explain below)
Remarks or basis for denial including statute section:	
<i>Note: Pursuant to Minn. Stat. § 13.03, subd. 3, the City is authorized to charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. Prepayment is required</i>	

*prior to receiving copies of data. We do not charge for inspection of data or for separating not public data from public data.*

Copy Charges:  None

\_\_\_\_\_ Pages x .25¢ per Black/White = \_\_\_\_\_  
(100 or fewer pages)

\_\_\_\_\_ Pages x \$1 per Colored Pages = \_\_\_\_\_

Employee Time (\$60.00 per hour)  
\_\_\_\_\_ Hours = \_\_\_\_\_  
(only charge if over 100 pages)

Other Charges = \_\_\_\_\_

Special Rate: \_\_\_\_\_ (attach explanation) = \_\_\_\_\_

**Total Charges:** \$ \_\_\_\_\_

Identity Verified for Payment Information:

Identification: Driver's License, State Id, Etc.

Comparison with Signature on File

Personal Knowledge

N/A, Cash Payment

Other: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_