



City of Deephaven

20225 Cottagewood Road, Deephaven, MN 55331 | www.deephaven.gov | (952) 474-4755

Data Request Form

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: PublicNon-Public PrivateProtected Non-Public Confidential		Action: Approved Approved in Part (Explain below) 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: