



# REQUEST FOR INFORMATION

## Golden Valley Police Department - Records Division

7800 Golden Valley Road  
Golden Valley, MN 55427  
763-593-8079 • 763-593-8098 (fax)

### TO BE COMPLETED BY REQUESTOR

Date of request	Case or CAD incident #
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**TYPE OF INFORMATION REQUESTED**  
*The information you are requesting may or may not be available to you. After your request is reviewed, you will be notified when the information is available and if any fees will be assessed.*

<input type="checkbox"/> Accident report(s)	<input type="checkbox"/> Incident report(s)	<input type="checkbox"/> Arrest info.	<input type="checkbox"/> Call for service report(s)	<input type="checkbox"/> Other _____ _____ _____
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### SUBJECT REQUESTING INFORMATION

Name	Email	Phone
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Are you named in the data requested?  Yes  No

If not, do you have a signed release from the data subject? Without a signed release, you may not be entitled to the data requested.  Yes  No

### TO BE COMPLETED BY POLICE DEPARTMENT STAFF

Report cost \$

Copy released     Record inspected only     Request denied     Redacted copy     No record

Reason for denial/redaction  
 MNSS 13.42(7) Active Investigation     MNSS 13.82(17) Protected Identity     Other \_\_\_\_\_

Approved for release by	Released by	Date of release
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If the requested data is private or confidential, you will be asked to present a photo ID to ensure you are entitled to the data.  
ID verified by (employee name): \_\_\_\_\_

### DATA PRACTICES ADVISORY

According to Minn. Stat. §13.04, the City must inform you of the following:

**Purpose and intended use of the data:** The City collects this information for the purpose of responding to your data practices request. Your data will be used to process and respond to your data practices request and may become public data and available to anyone who requests the information.

**Whether you may refuse or are legally required to supply this data:** Supplying this information is voluntary.

**Consequences arising from supplying or refusing to supply this data:** Filing out this form and providing the requested information is voluntary. The more complete the form, the better the City will be able to respond to your data practices request. Refusal to provide the requested information may mean that the City will not be able to respond to your request. You are not required to provide contact information. However, if you request copies of data, we will need contact information to provide the copies. In addition, if we do not understand your request or need clarification from you, we will be unable to process your request without contact information.