

City of Becker – Data Request Form

To be Completed by Requester – Please Print

Requester Name: _____ Phone Number: _____
Street Address: _____ Fax Number: _____
City, State, Zip: _____ Email Address: _____
Signature: _____ Date of Request: _____

Note: According to MS § 13.05, Subd. 12, persons are not required to identify themselves, or state a reason for or justify a request for public data

Forward information by: Email Mail Fax Call for Pick-Up

Description of Information Requested – Be as Specific as Possible – Use the Back of This Form if Necessary:

To be Completed by City Department

Department Name: _____ Handled by: _____

Information Classified as:

- Public Non-Public
 Private Protected Non-Public
 Confidential

Action:

- Approved
 Approved in Part (Explain below)
 Denied (Explain below)

Remarks or basis for denial including statute section:

Note: According to MS § 13.03, subd. 3, authorizes us 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 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:

_____ Pages x .25¢ per Page = \$ _____
Employee Time _____ Hours @ \$ _____ = \$ _____
Other Charges _____ = \$ _____

Identity Verified for Private Information:

- Identification: Driver's License, State Id, Etc.
 Comparison with Signature on File
 Personal Knowledge

Date Delivered: _____ Total Charges: \$ _____ Other: _____