



CITY OF EDEN PRAIRIE POLICE DEPARTMENT
 8080 Mitchell Road
 Eden Prairie, MN 55344
 Office: (952) 949-6200 ❖ Fax (952) 949-6203

General Data Access Request

Government Data Practices Act

State laws regulate the release of government and law enforcement data. Minnesota Statute §13.02 subd 3(c) states: *“if the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible.”*

The Eden Prairie Police Department processes requests as timely as we can and our turnaround time is dependent on the classification and status of the data being requested. If you need the information by a specific date, please indicate: _____. Every effort will be made to meet your request.

- **Public Information:** Public data is releasable without a signed authorization.
- **Private Information:** A Signed Authorization is required when the data contains private information about the requestor or their minor child. Proof of identity is required for private data release.

REQUESTOR									
<i>If requesting public data, the Requestor information is optional and is for the sole purpose of facilitating your request. Not providing this information will remove our ability to contact you to clarify your request or notify you of extra costs or delays, work with you to obtain exactly the information you need, or notify you that your request is complete.</i>									
Requested By	Date of Request								
Street Address	City, State Zip								
Day Phone:	Evening Phone:								
REQUEST									
DESCRIPTION OF INFORMATION REQUESTED: <input type="checkbox"/> Police Report – Case Number and/or Date and Location of Incident: _____ Please indicate type of police report: Type: <input type="checkbox"/> Crash Report <input type="checkbox"/> Burglary/Theft <input type="checkbox"/> D.W.I./Drug <input type="checkbox"/> Assault <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Notarized Name Search Letter – Full name, including middle name, date of birth, and Eden Prairie address are required - (may contain private data – signature and verification of ID required) _____ <input type="checkbox"/> 911 Audio Transcript (*Fee: \$25/hour, minimum 1 hour. Prepayment required.) <input type="checkbox"/> Other (please explain and be as specific as possible – use back of form if needed) – <i>Certain specialized requests may incur additional costs. Requestor will be notified prior to processing request:</i> _____ _____								
<input type="checkbox"/> Will pick up — Please call me when request is ready at phone # _____ <input type="checkbox"/> Please mail to me at : _____									
Signed Authorization and Date of Birth (if requesting private data)	Date								
Office Use Only: ID Verified (if request is for private data?) <input type="checkbox"/> Yes <input type="checkbox"/> No By _____ Date Received: _____ Date Reviewed: _____ Date Released: _____ Request Reviewed By: _____ Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Special Instructions for Release: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Requestor Must Show Valid I.D.</td> <td style="width: 50%;"><input type="checkbox"/> Document picked up.</td> </tr> <tr> <td><input type="checkbox"/> Requestor Must Sign Form</td> <td>Released by: _____</td> </tr> <tr> <td><input type="checkbox"/> No Fee <input type="checkbox"/> Fee =</td> <td><input type="checkbox"/> Document sent via US Mail</td> </tr> <tr> <td><input type="checkbox"/> Return signed form to Records</td> <td>By: _____</td> </tr> </table>		<input type="checkbox"/> Requestor Must Show Valid I.D.	<input type="checkbox"/> Document picked up.	<input type="checkbox"/> Requestor Must Sign Form	Released by: _____	<input type="checkbox"/> No Fee <input type="checkbox"/> Fee =	<input type="checkbox"/> Document sent via US Mail	<input type="checkbox"/> Return signed form to Records	By: _____
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