



City of Dayton
Data Request Form – Data Subjects

Date of request:

Please indicate how you wish to receive the requested records:

In office inspection

Pick up copies (*cost*)

Both inspection and copies (*cost for copies*)

Note: inspection is free but we charge for data when the cost is over \$5.00.

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity. (*See standards for verifying identity on back of page.*)

These are the data I am requesting:

Describe the data you are requesting as specifically as possible.

Contact Information

Data Subject Name:

Parent/Guardian Name (if applicable):

Address:

Phone number:

Email address:

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.



12260 South Diamond Lake Road
Dayton, MN 55327
Phone: 763-427-4589
Fax: 763-427-3708
www.daytonmn.gov

Data Request No.

Data Subject Name:

Data Requested By:

Received By: ☐ U.S. Mail ☐ Hand-Delivered to City Hall

Date Received:

Proof of Identification

Type of Identification Provided: (see standards for verifying identity on back of page)

ID #:

Date Issued:

Issued by:

Expiration Date:

Signature of Witness

Date

Printed Name of Witness

Standards for Verifying Identity

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as a:
 - State Driver's License
 - Military ID
 - Passport
 - Minnesota ID
 - Minnesota Tribal ID
- A minor individual must provide a valid photo ID, such as a:
 - State Driver's License
 - Military ID
 - Passport
 - Minnesota ID
 - Minnesota Tribal ID
 - Minnesota School ID
- The parent or guardian of a minor must provide a valid photo ID and either a:
 - Certified copy of the minor's Birth Certificate; or
 - Certified copy of documents that establish the parent or guardian's relationship to the child, such as:
 - A court order relating to divorce, separation, custody, foster care.
 - A foster care contract.
 - An affidavit of parentage.
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or information appointment as guardian, such as a:
 - Court Order
 - Valid Power of Attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required, or an affidavit of identification, by U.S. Mail or other delivery service to the City of Dayton, 12260 South Diamond Lake Road, Dayton, MN 55327.