



COON RAPIDS POLICE DEPARTMENT

REQUEST FOR RECORDS

11155 Robinson Dr NW, Coon Rapids, MN 55433

Office: 763-767-6481 Fax: 763-767-6435 www.coonrapidsmn.gov/police

Office Hours: Monday-Friday, 7am-4:30pm

PERSON REQUESTING RECORDS		
Name:	Date of Birth:	
Address:		
Phone:	Fax:	Email:

<p>CLASSIFICATION OF DATA:</p> <p><input type="checkbox"/> I am the subject of the data.</p> <p><input type="checkbox"/> I am not the subject of the data.</p> <p><i>If the information you are requesting is about you personally, then you are the "subject of the data".</i></p>
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RECORDS REQUESTED	
Case Number:	Incident Date/Time:
Incident Location:	
Name(s) and date(s) of birth of individuals involved:	Type of Data Sought: <input type="checkbox"/> Police Report <input type="checkbox"/> Photos on CD (\$25 fee) <input type="checkbox"/> Photos on Paper (\$5 per page) <input type="checkbox"/> Video on CD (\$35 fee)
Describe the records requested:	Receiving Preference: <input type="checkbox"/> In Person <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Mailed to address above <input type="checkbox"/> Mailed to:
I understand that the Coon Rapids Police Department will make the final determination as to the release of information as per standards set forth by the Minnesota Government Data Practices Act and fee schedules. All data will be redacted in accordance to MN Statute 13.82. The Coon Rapids Police Department responds to requests within seven (7) business days of receiving the request.	
Signature:	Date:

There is no charge for the first four pages of a report. After the first four pages, a 25¢ fee will be applied to each additional page, with the exception of landlords. If the report(s) are emailed or faxed, you will receive an invoice with your report(s) if fees apply.

THIS SECTION FOR OFFICE USE ONLY		
Request Received By:	Date:	Identification Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Records Provided: <input type="checkbox"/> Yes – Date: _____ <input type="checkbox"/> No – Case Still Active <input type="checkbox"/> No – Private or Confidential Data	Fee Required: <input type="checkbox"/> Yes – Amount Due: _____ <input type="checkbox"/> No – under 5 pages <input type="checkbox"/> No – Landlord Exception	

Minnesota Government Data Practices Act: This information is not legally required but used for the sole purpose of facilitating access to the data. Once the request has been completed, this form will constitute a public record. The purpose and intended use of this information is to process your request, contact you if additional information is needed and, when requesting private or confidential data on individuals, to determine authority to access the data.