



City of South St. Paul  
Data Request Form  
Minnesota Government Data Practices Act

City Clerk's Office  
125 3rd Avenue North  
South St. Paul, MN 55075  
(651)554-3204  
Fax: (651)554-3201

**CONTACT INFORMATION**

*If you are a member of the public, you do not have to provide any of the information below. However, if you want the City to provide you with copies of the 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, the City will not begin processing your request until you contact the City. If you are requesting information as a data subject, you must fill out section A below.*

**A. Completed by Requester / Data Subject**

Requester / Data Subject Name (Last, First, MI):	Date of Request:
Address:	City, State, Zip
Phone Number:	Email Address:
Description of information requested (Please be specific):	
I am requesting access to data in the following way (check all that apply): <input type="checkbox"/> Inspect copies at City Hall <input type="checkbox"/> Email copies <input type="checkbox"/> Paper copies (to be picked up) <input type="checkbox"/> Paper copies (to be mailed) <input type="checkbox"/> Fax copies	
** You may be required to pay the actual cost of making and/or compiling copies of the information requested.	

**DATA PRIVACY ADVISORY:** 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 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.

