

Le Sueur County Data Request Form: Data Subjects

Date of Request _____

To request information about yourself (data subject), you must prove your identity.

I am requesting access to data in the following way (Choose One)

- Inspection
- Paper copies
- Inspection and paper copies
- Data via flash drive

Fees

- Note: Any request taking more than 30 minutes of staff time to compile may require a fee to be paid before information is released. The fee will be based on staff hours spent compiling the data request.
- Inspection is free, but County will charge for paper copies and/or the cost of flash drive.

Requested Data

Describe the data you request to be released. Be as specific as possible.

Name: _____

Parent/Guardian Name (if applicable): _____

Address: _____

Phone Number: _____ Email Address: _____

If the requested data is not inspected or collected within 5 days of it being made available the County may suspend any further response.

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Proof of Identity

Once the data request is received, County staff will contact you within 10 days to verify your identity. Data will only be compiled and released after identity has been verified.

Valid Proof of Identity Includes:

- Drivers license
- Military identification
- Passport
- Minnesota ID card
- Minnesota Tribal ID card

If you are a parent or guardian requesting information about your minor child you must provide a valid ID along with either:

- A certified copy of the minor's birth certificate
- A certified copy of documents that establish the parent or guardian's relationship to the child, such as court orders, foster care contract, or affidavit or parentage.

If you are legal guardian for an individual and requesting information on that individual, you must verify your identity along with either:

- Court order
- Valid power of attorney