



City Clerk

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Room 318 | 411 West First Street | Duluth, Minnesota 55802

www.duluthmn.gov

City of Duluth Request for Information Form For Data Subjects

Minnesota Government Data Practices Act

**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. You must provide proof of your identity before the City can release the data to you. This form includes a list of acceptable forms of identification.*

Name _____

Email Address _____

Mailing Address _____

Request Date _____

Describe the data you are requesting as specifically as possible:

I am requesting access to data in the following way (mark one):

- ☐ Inspection – no charge
- ☐ Copies – please refer to the City of Duluth Data Practices Policy for Public for an explanation of fees

Forms can be submitted via email or hand delivery at address listed at the top of this page.

Important Note: After clicking the submit button and email window will open with the document attached. You need to click "Send" on the email to complete form submission

Standards for Verifying Identity

- a. An adult individual must provide a valid photo ID, such as
 - i. A drivers license
 - ii. A state issued ID
 - iii. A tribal ID
 - iv. A military ID
 - v. A passport; or
 - vi. The foreign equivalent of any of the above
- b. A minor individual must provide a valid photo ID, such as
 - i. A drivers license
 - ii. A state issued ID
 - iii. A tribal ID
 - iv. A military ID
 - v. A passport; or
 - vi. The foreign equivalent of any of the above
- c. The parent or guardian of a minor must provide a valid photo ID and either
 - i. A certified copy of the minor's birth certificate or
 - ii. A certified copy of documents that establish the relationship to the child, such as
 - iii. A court order relating to divorce, separation, custody, foster care
 - iv. A foster care contract
 - v. An affidavit of parentage
- d. The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - i. Court order (s)
 - ii. Valid power of attorney.