

RECEIVED BY: _____, # _____ DATE/TIME: _____ CN: _____

NOTIFIED ON: _____ PICK UP BY: _____ FEE: _____

**MENDOTA HEIGHTS POLICE DEPARTMENT
GOVERNMENT DATA REQUEST FORM**

THIS PAGE TO BE FILLED OUT BY PERSON REQUESTING DATA

- I am requesting the following law enforcement data (list Call for Service (CFS) &/or Case Numbers):

- I don't know the CFS/Case Number, but I hereby request a copy of police data(s) concerning: (required for accurate data check):

INCIDENT/ACTIVITY: _____

DATE(S)/TIME (S): _____

LOCATION(S): _____

OTHER: _____

I am requesting the above data because I am: (if applicable, provide detail in the blanks provided)

- Person Involved /Concerning (Relationship to incident): _____
- General Public/Not Involved: _____
- Other (please describe): _____

The following information is optional, but not providing this information may impact your access to your requested law enforcement data.

YOUR FULL NAME (print): _____ DOB: _____

ADDRESS: _____
Street

City State Zip

PREFERRED PHONE: _____ OTHER PHONE: _____

Please choose and complete for your preferred dissemination option. If we can accommodate your request, we will contact you by your preferred method. (Some data types will be required to be picked up in person.

EMAIL: _____ FAX: _____ PICK UP/ IN PERSON

YOUR SIGNATURE: _____

***State issued Photo ID may be requested when you pick up your data.*

EMAIL YOUR COMPLETED FORM to pdrecords@mendota-heights.com or fax it to 651.452.2995

January 18, 2018