City of Mendota Heights
REQUEST FOR PUBLIC INFORMATION

Data Request Form – Members of the Public

Date of request: _____

I am requesting access to data in the following way:

Note: inspection is free, for copies the City of Mendota Heights charges $0.25 per page for 100 or fewer one-sided pages of black and white, letter or legal size paper copies cost or 50¢ for a two-sided copy. Over 100 copies, $.25 per page plus staff time.

☐ Inspection ☐ Copies ☐ Email

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone number: _____

Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of 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 we will not be able to begin processing your request until you contact us.

The City of Mendota Heights will respond to your request as soon as reasonably possible.