

**MONTGOMERY POLICE DEPARTMENT**  
**REQUEST FOR INFORMATION**  
Minnesota Government Data Practices Act

1. \_\_\_\_\_  
Date and Time of Request      Requestor's Name

2. \_\_\_\_\_  
Requestor's Address and Phone (required if request is for private or confidential data)

3. Description of the Information Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
Signature of Requestor (if request is for Private or Confidential data)

5. Proof of Identity (if request is for Private or Confidential data):

MONTGOMERY POLICE DEPARTMENT USE BEYOND THIS POINT

6. Request type: \_\_\_\_ In Person      \_\_\_\_ Mail      \_\_\_\_ Phone      \_\_\_\_ Fax

7. Request handled by: \_\_\_\_\_

8. Requested by: \_\_\_\_ Subject of the data      \_\_\_\_ Not subject of data

9. The data requested is classified: \_\_\_\_ Public \_\_\_\_ Private \_\_\_\_ Confidential

10. Request: \_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ Approved in part (explain in 12)

11. Authorized Signature: \_\_\_\_\_

12. Action Taken: (If requested data is classified so as to deny access to the requestor, cite authority or reason. Also enter any remarks, comments appropriate)

13. I have [been permitted to inspect] [received] the data requested above.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date