

## Data Request Form – Data Subjects

City of Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118  
Email: [datarequests@mendotaheightsmn.gov](mailto:datarequests@mendotaheightsmn.gov)



Request Date: \_\_\_\_\_

Describe the data you are requesting as specifically as possible.

I request access to data in the following way:

- ☐ Inspection
- ☐ Copies
- ☐ Both Inspection & Copies

Contact Information (optional)\*

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

We will respond to your request within 10 days.

\*You do not have to provide any contact information. However, if you want us to email/mail your copies of data, we will need some type of contact information. We will also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you, if there is a question.

Office Use:      Date Data Provided: \_\_\_\_\_      By: \_\_\_\_\_