

Data Request Form – Data Subjects



City of Mendota Heights
1101 Victoria Curve
Mendota Heights, MN 55118
Email: 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: _____