

**WADENA COUNTY  
SHERIFF'S OFFICE**

**Data Request Form**

**How to Request Data:**

For data from the Wadena County Sheriff's Office, you can make your request by mail or email.

**Contact Information**

Date of Request:	Name:
Organization:	
Address:	
Phone Number:	Email:

**Note:** You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of the 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.

**I am requesting access to data in the following way:**

- Inspection (no charge to view)                       Copies – (under 10 pages – no charge) (per 10 pages - \$2.00)  
 Photos on CD - \$10.00                                       Audio on DVD - \$15.00

**Description of data being requested:**

Describe the data you are requesting as specifically as possible (Including date of incident, names, location or case #, date of birth or any other information to assist in responding to your request).

**If the data is about an individual, please provide:**

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

Other names (including aliases, birth name, nicknames, maiden name, etc.): \_\_\_\_\_

Date of Birth (if known): \_\_\_\_\_

**If the data is about a location, please provide the address or intersection (if known):**

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

**If the data is about you**, please provide a valid form of photo identification. If you are requesting private data about someone else, please provide a signed authorization from the data subject.  ID/Authorization included

We will respond to your request within a reasonable time period as per MN Stat. 13.03 and 13.04

**U.S. Mail:**  
Wadena County Sheriff's Office  
415 Jefferson St. S  
Wadena, MN 56482

**Email:** [wcs.records@wcmn.us](mailto:wcs.records@wcmn.us)  
Fax: 218-632-6057



**For Office Use Only:**

**Response to Data Request**

(Check all that apply) The data information requested is classified as:

\_\_\_\_\_ Public; available for inspection on: \_\_\_\_\_

\_\_\_\_\_ Public; copy provided upon payment of \_\_\_\_\_

\_\_\_\_\_ Public; provided by \_\_\_\_\_

\_\_\_\_\_ PRIVATE                      \_\_\_\_\_ NONPUBLIC

\_\_\_\_\_ CONFIDENTIAL                      \_\_\_\_\_ PROTECTED NONPUBLIC

\_\_\_\_\_ No such data exists

\_\_\_\_\_ No such data exists that can be legally provided or acknowledged

If data is classified in whole or in part as other, then public legal authority for the classification

is: \_\_\_\_\_

**FOR RELEASE OF NOT PUBLIC DATA ONLY:**

Proof of identity of authorized recipient by means of: \_\_\_\_\_ Driver License of State Identification

\_\_\_\_\_ Other \_\_\_\_\_ (Specify)

Legal basis for release: \_\_\_\_\_

(attach document such as court order or informed consent)

Employee name: \_\_\_\_\_

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