

DATA REQUEST FORM – MEMBERS OF THE PUBLIC

Date of Request: _____

To request data, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

Note: *Inspection is free, but the City of Glenwood does charge for making copies or when the cost is over \$4.00.*

- INSPECTION
- COPIES
- BOTH INSPECTION AND COPIES

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/email 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 for you, without contact information we will not be able to begin processing your request until you contact us.

DATA REQUEST FORM – DATA SUBJECTS

Date of Request: _____

To request data, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

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- INSPECTION
- COPIES
- BOTH INSPECTION AND COPIES

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:

Data subject name: _____

Parent/Guardian name (if applicable): _____

Address: _____

Phone Number: _____

Email Address: _____

Staff Verification:

Identification provided: _____