



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 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. If you want to arrange an alternative way of contact, please call (612) 348-8330 and ask to speak with the **Hennepin County Responsible Authority**.

Type of Request

<input type="checkbox"/> Media	<input type="checkbox"/> Summary data	<input type="checkbox"/> Data subject (on self)*
<input type="checkbox"/> Data <u>not</u> on an individual	<input type="checkbox"/> Data <u>on</u> an individual**	<input type="checkbox"/> Other

* You will be required to verify your identity to demonstrate your right to access private data on self.

**If the request is for private data on an individual, an authorization to release the data is required. If the request is for private data on a minor child, you will be required to verify your identity to demonstrate your right to access the child's private data.

For non-data subject requests, Hennepin County will respond within a reasonable time period (MN Statutes 13.03 Subd. 3). For data subject requests, we will respond within 10 business days as per MN Statutes 13.04 Subd. 3.

Type of Access

<input type="checkbox"/> Inspection	<input type="checkbox"/> Copies	<input type="checkbox"/> Inspection and Copies
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Request Information

Describe the data you are requesting as specifically as possible. If you need more space, please use an additional page.	
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Submission Instructions

Submit via email to hcdatarequest@hennepin.us or U.S. mail to Hennepin County Audit, Compliance and Investigation Services, Data Governance Office, 701 Building, 701 Fourth Avenue South, Suite 1000, Mail Code 813, Minneapolis, MN 55415.

Other Data Requests

For **Human Services and Public Health Department** or **Hennepin County Sheriff's Office** data, visit the [Open Government website](#) to contact their respective data practices contacts.