

Data Request Form – Data Subject

This form is to be used only when requesting data that is about you, your minor child, or someone for whom you serve as legal guardian. For all other data, use the Data Request Form for Public Requestors.

Request Date:	Contact Information:
The Minnesota Department of Agriculture (MDA) is required by law to confirm the identity of a party requesting private data to ensure that only authorized individuals have access. A list of acceptable identification types is attached to this form. Please contact the appropriate data practices contact with any questions.	
Data Subject Name:	
Parent/Guardian Name (if applicable):	
Phone:	Email:

The data I am requesting.

Describe the data you are requesting as specifically as possible.

I am requesting access to data in the following way.

Inspection at the MDA's St. Paul Office Location (the MDA staff will contact you to schedule; please note that appointments for inspection may be delayed due to COVID-19).

Copies. Please note preferred copy format (electronic, paper, or otherwise. If left blank, the MDA will provide copies in electronic format): _____

Note: Inspection is free but we will charge for copies if the total charges are \$50.00 or more.

We will respond within 10 business days.

To be completed by staff member responding to data request.

Type of Identification Provided:

Date:

Staff Name:

Standard for verifying identity.

Unless the identity of an individual requesting private data can be personally verified by an the MDA employee, the data requestor may be required to confirm their identity through the display of a valid proof of identity at the time of inspection, or by providing the MDA with a copy (e.g. photocopy, scan, photograph) of a valid proof of identity before copies are sent to the requestor.

The following constitute proof of identity:

- An adult individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- A minor individual must provide a valid photo ID, such as
 - a driver's license
 - a state-issued ID (including a school/student ID)
 - a tribal ID
 - a military ID
 - a passport
 - the foreign equivalent of any of the above
- The parent or guardian of a minor must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - * a court order relating to divorce, separation, custody, foster care
 - * a foster care contract
 - * an affidavit of parentage
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney