

Data Request Form – Public Requestor

The Minnesota Department of Agriculture (MDA)

Request Date:

MDA Data Practices Contact:

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 (In order to inspect data, requester must include either a phone number or email address below. 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. Please refer to MDA's data practices webpage for information on copy costs

Contact information (optional)

Name:

Address:

City:

State:

Zip:

Phone:

Email:

We will respond to your request as soon as reasonably possible.

* You do not have to provide all of the contact information requested. However, if you want us to mail/email you copies of data, you are required to provide a physical or electronic address where the data may be sent. Also, In the event we have a question about your request, we will not work on your request until we can clarify it with you through the contact information you provide. If you do not provide any contact information, the MDA will be unable to provide you with data or schedule a time for data inspection.