

Data Request Form – Data Subject

Request Date:	Contact Information:
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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

Copies

Both inspection and copies

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.

Individuals who do not inspect data or pick up copies of data in person with a valid ID may be required to provide either notarized or certified copies of the document, or an affidavit of ID.

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