625 Robert Street North, St. Paul, MN 55155-2538 www.mda.state.mn.us

Data Request Form – Public Requestor

The Minnesota Department of Agriculture (MDA)

1		tices Contact:		
The data I am requesting.				
Describe the data you are requesting as specifically as possible.				
Lam requesting access to data in the following way*				
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:				
	City:	State:	Zip:	
	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,				
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.				
	the following way* office Location (In order to vill contact you to schedu by format (electronic, pap ge for copies if the total co as soon as reasonab ontact information reque r electronic address wher a your request until we ca	the following way* Office Location (In order to inspect data, requester must inc vill contact you to schedule; please note that appointments by format (electronic, paper, or otherwise. If left blank, the	the following way* Office Location (In order to inspect data, requester must include either a phone will contact you to schedule; please note that appointments for inspection not pay format (electronic, paper, or otherwise. If left blank, the MDA will provide ge for copies if the total charges are \$50.00 or more. Please refer to MDA's ge for copies if the total charges are \$50.00 or more. Please refer to MDA's Email: as soon as reasonably possible. ontact information requested. However, if you want us to mail/email you cor electronic address where the data may be sent. Also, in the event we have your request until we can clarify it with you through the contact information	

In accordance with the Americans with Disabilities Act, this information is available in alternative forms of communication upon request by calling 651-201-6000. TTY users can call the Minnesota Relay Service at 711. The MDA is an equal opportunity employer and provider.