City of Eden Prairie Police Department
8080 Mitchell Road
Eden Prairie, MN 55344
Office: (952) 949-6200; Fax: (952) 949-6203
Email: Policerecords@edenprairie.org

General Data Access Request

State laws regulate the release of government and law enforcement data. Minnesota Statute §13.02, subd. 3(c) states: *"if the responsible authority or designee is not able to provide copies at the time a request is made, copies shall be supplied as soon as reasonably possible."* If the requested information is classified as private, a signed authorization is required for the data to be released. Public information is releasable without a signed authorization.

You do not have to provide any of the contact information. However, we may not be able to clarify your request or provide copies without contact information. If we do not understand your request and you have not identified yourself, we may not be able to fulfill this request.

Date of Request: _____
Name of Requestor: _____
Address: _____
Phone Number: _____
Email Address: _____

Complete the Following:
(Please provide as much information as possible)

Eden Prairie Case Number: _____

Date and Time of Occurrence: _____

Location of Incident: _____

Additional Comments/Notes:
_____
_____
_____

Type of Request:

☐ **Police Report**
☐ **Crash Report**
☐ **Records Name Check**
Full Name: _____
Date of Birth: _____
Current Address: _____
☐ **Video/Photos**
Pre-payment in the amount of $5.00 is required at the time of your request.
☐ **911 Audio Transcript**
Pre-payment in the amount of $25.00 is required at the time of your request.

☐ **Pickup by Requestor:** You will be contacted at the telephone number listed above.

☐ **Mail to Requestor:** You will be mailed copies to the address listed above unless specified otherwise.

☐ **Email to Requestor:** You will be emailed copies to email listed above.

Requestor's Signature (if requested information is private):

FOR INTERNAL USE ONLY	
DATE REQUEST RECEIVED:	DATE REQUEST RELEASED:
APPROVED/DENIED	RELEASED BY: IDENTIFICATION VERIFIED? YES/NO