



Data Request Form – Members of the Public

Date of Request: _____

I am requesting access to data in the following way:

_____ Inspection _____ Copies _____ Both Inspection and Copies

Note: Inspection is free, but the City of St. Joseph does charge for copies as described in the Data Practice Policy for Members of the Public.

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information

Name: _____

Address: _____

Phone Number: _____ Email: _____

You do not have to provide any of the above contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

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

For Office Use Only

Date Request Received: _____ Public Data/Nonpublic Data Approved/Denied

Date Paid: _____ Amount \$: _____

Request Handled By: _____ Date Data Released: _____