

Date of Request \_\_\_\_\_

CN \_\_\_\_\_



## Big Lake Police Department Request for Information

**Big Lake Police Department - Records**  
790 Minnesota Avenue, Suite 100, Big Lake, MN 55309  
Phone: (763) 251-2996 Email: records@biglakepolice.com

Requests may be submitted by mail, email, or in person to the Big Lake Police Department. Expected turnaround time for most requests is 10 business days upon receipt of request. If the requested data is classified as private, you will be asked to present a photo ID to ensure you are entitled to the data.

**Payment may be required prior to releasing data**

REQUESTED BY			
Name and Birthdate (if applicable):			Phone
Street Address	City	State	Zip Code
Email			Date Requested
Requestor's Relationship to Incident:			
<input type="checkbox"/> Complainant	<input type="checkbox"/> Auto Accident Victim	<input type="checkbox"/> Property Manager	
<input type="checkbox"/> Suspect / Arrestee	<input type="checkbox"/> Crime Victim	<input type="checkbox"/> Attorney / Insurance Company	
<input type="checkbox"/> Other, please specify _____			

INCIDENT DETAILS (Complete all information known)		
Date(s)	Type of Incident	Case Number
Location / Address		
Name of Subject Involved*		
Additional Information / Comments		

\*Some of the data you are requesting may be redacted to be compliant with MN State Statutes; Chapter 13 – Data Practices. Data is defined as “public,” “private,” or “confidential.” “Public” data is not subject to redaction and available to everyone. “Private” data may be released only to the subject of the data. “Confidential” data cannot be released to anyone.

DATA REQUESTED (Check the data types you are requesting. Final costs will be calculated by office staff)			
Data Description	Cost	Qty	Total Amount
<input type="checkbox"/> Police Report <input type="checkbox"/> Email <input type="checkbox"/> Printed	Email-Free		
<input type="checkbox"/> Calls for Service	Paper-\$.25/page		
<input type="checkbox"/> Color Digital Photos	\$10.00/per CD		
<input type="checkbox"/> Body Worn Camera Video** (supplied via email) (fee paid upon request)	\$25.00 USB		
<input type="checkbox"/> Squad car video** (supplied via email) (fee to be paid upon request)			

\*\* Some data may only be available to the subject of the data. Per Minnesota laws, all persons except the data subject and on-duty peace officers must be redacted from the BWC footage before dissemination. The redaction process is lengthy and will cause the request to be fulfilled in a period longer than 10 business days.

Admin Date Completed \_\_\_\_\_

Processed by \_\_\_\_\_

Comments \_\_\_\_\_