

**CITY OF MAPLE GROVE POLICE DEPARTMENT
INFORMATION DISCLOSURE REQUEST**

A. TO BE COMPLETED BY REQUESTOR

The following information is required to determine if the requested information is public or not public. If determined to be not public, additional information may be requested.

DESCRIPTION OF INFORMATION BEING REQUESTED: (TYPE OF INCIDENT, DATE, TIME, LOCATION, PEOPLE INVOLVED, ETC. IF KNOWN)	DATE REQUESTED:
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You are being asked to supply the following information that may be private or confidential information about yourself. Such information will be used by this department and other departments whose job reasonably requires access to the data to determine if you have the right to access the requested data and contact information when the requested data is available. Refusal to supply said information may result in a delay of the availability of the requested data. If you refuse to supply said information, then it is your responsibility to contact the necessary department to determine the status of the request.

REQUESTER NAME (Last, First, Middle)	
STREET ADDRESS	DATE OF BIRTH
CITY, STATE, ZIP CODE:	PHONE NUMBER

B. TO BE COMPLETED BY POLICE DEPARTMENT STAFF

ICR STATUS: <input type="checkbox"/> Cleared by Arrest <input type="checkbox"/> Tag Issued <input type="checkbox"/> Open/Active <input type="checkbox"/> Open/Inactive <input type="checkbox"/> Refer other Agency <input type="checkbox"/> Exceptionally Cleared LRMS DISPOSITION _____ MNCIS STATUS _____ <input type="checkbox"/> JUVENILE <input type="checkbox"/> ADULT REQUEST PROCESSED BY _____ DATE _____ REQUEST REVIEWED BY _____ DATE _____ REVIEWED BY INVESTIGATOR _____	CASE # _____ CASE # _____ CASE # _____ CASE # _____ CASE # _____ CASE # _____ REQUEST TAKEN BY: <div style="border: 1px solid black; height: 30px; width: 100%;"></div> NOTES/SPECIAL ATTENTION:
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (EXPLAIN) <input type="checkbox"/> DENIED (EXPLAIN BELOW)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
PHOTOCOPYING CHARGES: .25 per page/incident reports \$1.00 Sate of MN Accident Report If there is no charge leave blank. _____ (# of Pages) x _____ (copy charge per page) = _____ (total cost) by _____ (initials)	
Authorized Release Signature/Title:	Date:
Requestor Signature: ID REQUIRED FOR PRIVATE INFORMATION (If circled/highlighted)	Date: