



# AUTHORIZATION TO RELEASE PRIVATE DATA

You must complete this form to authorize the release of private data to someone other than the subject of the data.

Complete the form in the presence of a notary public. A notary public is a person who legally verifies your identity and certifies that you have signed the document. Or you may complete this form without a notary public if you provide a copy of your valid, government-issued ID.

Depending on what data you are requesting, you may need additional documents. See the back or go to [minneapolismn.gov/request-data](http://minneapolismn.gov/request-data).

My name is: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address: \_\_\_\_\_

I am authorizing the following data, including private data, about myself (Requested data):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Be released to: \_\_\_\_\_ Today's date: \_\_\_\_\_  
(Person authorized to receive data)

I declare or affirm that I have signed this authorization and to the best of my knowledge all its contents are true and correct:

Signature: \_\_\_\_\_  
(Person authorized the release of data)

**Must be signed in the presence of a notary public, unless also providing a copy of your valid, government-issued ID**

*For notary public to complete*

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Signed and sworn (or affirmed) before me on \_\_\_\_\_ by \_\_\_\_\_  
(Date)

(Seal)

\_\_\_\_\_  
(Attesting person)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title and rank)

My commission expires: \_\_\_\_\_

## You can provide the required documentation in two ways:

- Return this form in person to the Public Service Building located at 505 4th Ave S., Skyway level, Minneapolis MN 55415
- Send an electronic copy of a document
  - An electronic copy can be clear photo or scanned document, like a PDF.
  - Contact the city staff processing your request so they can send you a secure link to upload your documents.
  - Do not send copies of your ID by email.

## Additional documentation may be required

In addition to verifying your identity with this attestation, you may need to provide additional documents to the city to show you are authorized to receive the data. The most common situations are summarized below. More information is located on the city website, at [minneapolismn.gov/request-data](https://minneapolismn.gov/request-data).

Person with access	Proof of authorization
<b>Parent or guardian of a minor</b> requesting private data about the minor.	Documents establishing the relationship to the child, one of: <ul style="list-style-type: none"><li>• minor's birth certificate or</li><li>• a court order relating to divorce, separation, custody, foster care</li><li>• a foster care contract</li></ul>
<b>Legal guardian</b> of an adult individual requesting private data about the individual.	Certified copy of formal or informal appointment as guardian, such as: <ul style="list-style-type: none"><li>• Court order or</li><li>• Valid power of attorney</li></ul>
Person authorized by <b>court order</b>	Court order that identifies: <ul style="list-style-type: none"><li>• persons authorized to access the individual's private data, and</li><li>• the scope of the access</li></ul>
Person authorized to access private data of a <b>deceased person</b>	Documents establishing the relationship to the deceased, which may include: <ul style="list-style-type: none"><li>• Court issued document appointing personal representative of the estate</li><li>• Documents such as birth or marriage certificates to prove parental or spousal relationships</li><li>• Death certificate/notice of death</li></ul>
Authorized representatives (such as <b>attorneys</b> or <b>insurers</b> )	A signed authorization for the release of data, which includes <b>all of</b> the following: <ul style="list-style-type: none"><li>• the name of the data subject,</li><li>• a description of the data they are authorizing access,</li><li>• the name of the person or entity being authorized to receive the private data</li><li>• and data subject's notarized signature <b>or</b> valid, government issued ID</li></ul>

If you have questions about what proof is required, ask the agent handling your data request or email [responsibleauthority@minneapolismn.gov](mailto:responsibleauthority@minneapolismn.gov).