

**WASHINGTON COUNTY REQUEST FOR
NONPUBLIC DATA**

I, _____
Print name: Last, first, full middle *Street address*

City, state, zip code

Request that the following Washington County department or departments release data to me:

The specific data requested is described as follows (use attachment if necessary):

If you are requesting data as a parent regarding your minor child, write all mailing addresses below for the child to receive mailed correspondence from the County regarding this data request:

I request that the data be provided to me as follows:

- An encrypted email sent to the email address _____
- Sent to my above-listed mailing address via first class mail
- Pickup for hand delivery at the front desk of the Washington County Attorney's Office (bring photo ID)
- Other (describe) _____

Printed name of requestor *Signature of requestor*

Date of request

State of _____
County of _____

Signed or attested before me on _____ (date) by _____ (name(s) of person(s)).

(Apply Seal Below)

Signature of notarial officer

My Commission expires: _____

To be completed by county

The data information requested is classified as:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> PRIVATE | <input type="checkbox"/> NONPUBLIC |
| <input type="checkbox"/> CONFIDENTIAL | <input type="checkbox"/> PROTECTED NONPUBLIC |

Requestor's identity verified by Driver's License (attach copy of driver's license to form) _____ Yes _____ No

Other identification used (describe and attach copies): _____

Request received by: _____
Signature Date

Print employee name, department, and title

Request approved Denied Approved in part

If denied or partial approval, state reason: _____

Copies requested and provided? Yes No Number of pages: _____

Cost of copies assessed: _____ PAID _____ Date _____

NOTE TO DEPARTMENTS: This disclosure document is to be used when a subject asks for data other than public data. If the request is for other than public data about another person an informed consent authorization is also required and a copy should be kept unless specific disclosure authority otherwise exists. If disclosure is pursuant to court order a copy of the order should be kept.