



COON RAPIDS POLICE DEPARTMENT

REQUEST FOR PUBLIC RECORDS

11155 ROBINSON DRIVE NW, COON RAPIDS, MN 55433

OFFICE: 763-767-6481

FAX: 763-767-6435

OFFICE HOURS: MONDAY-FRIDAY, 7 AM - 4:30 PM

PERSON REQUESTING RECORDS

Name:		Date of Birth:
Address:		
Phone:	Fax:	Email:

RECORDS REQUESTED

Identify or describe the government records sought with sufficient specificity to enable CRPD to ascertain and locate the records. Please fill in all known or applicable information.

Case Number:	Incident Date/Time:
Incident Location:	
Name(s) and Date(s) of Birth of Individual(s) Involved:	Type of Data Sought: <input type="checkbox"/> Police Report <input type="checkbox"/> Photos on CD (\$25 fee) <input type="checkbox"/> Photos on Paper (\$2 per page) <input type="checkbox"/> Video on CD (\$30 fee)
Descriptive Information of Record(s) Sought:	Receiving Preference: <input type="checkbox"/> In person <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Mailed to address above <input type="checkbox"/> Mailed to: _____

I understand that the Coon Rapids Police Department will make the final determination as to the release of information as per standards set forth by the Minnesota Government Data Practices Act and fee schedules. All Data will be redacted in accordance to MN Statute 13.82. The Coon Rapids Police Department responds to requests within seven (7) business days of receiving the request.

Signature:	Date:
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There is no charge for the first four pages of a report. After the first four pages, a 25¢ fee will be applied to each additional page, with the exception of landlords. If the report(s) are emailed or faxed, you will receive an invoice with your report(s) if fees apply. [See the Fees Here](#)

THIS SECTION FOR OFFICE USE ONLY

Request Received By:	Date:	Identification Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No
Records Provided: <ul style="list-style-type: none"> <input type="checkbox"/> Yes-Date: _____ <input type="checkbox"/> No-Case Still Active <input type="checkbox"/> No-Private or Confidential Data 	Fee Required: <ul style="list-style-type: none"> <input type="checkbox"/> Yes-Amount Due: _____ <input type="checkbox"/> No-under 5 pages <input type="checkbox"/> No-Landlord Exception 	