



# CITY OF VIRGINIA

## DATA REQUEST FORM - DATA SUBJECTS

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*To request data as a data subject, you must show proof of identity. If Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID. See attached Standards of Verifying Identity for acceptable types of identification.*

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**DATA SUBJECT NAME:** \_\_\_\_\_

**PARENT/GUARDIAN NAME:** \_\_\_\_\_  
(IF APPLICABLE)

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**I AM REQUESTING ACCESS TO DATA IN THE FOLLOWING WAY:**

*Note: inspection is free but we charge for copies when the cost is over \$10.00. We will respond to your request within 10 business days.*

Inspection

Copies

Both inspection and copies

**THESE ARE THE DATA I AM REQUESTING:**

*Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.*

**STAFF USE ONLY**

**DATE OF REQUEST:** \_\_\_\_\_

**TYPE OF ID PROVIDED:** \_\_\_\_\_

**IF NOT SUBMITTED IN PERSON, IS REQUEST NOTARIZED OR CERTIFIED COPIES OF THE DOCUMENT ATTACHED?**  YES  NO



# CITY OF VIRGINIA

## STANDARDS FOR VERIFYING IDENTITY

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*To request data as a data subject, you must show proof of identity.*

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The following constitute proof of identity.

- An adult individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
  
- A minor individual must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
  
- The parent or guardian of a minor must provide a valid photo ID and either
  - a certified copy of the minor's birth certificate or
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - a court order relating to divorce, separation, custody, foster care
    - a foster care contract
    - an affidavit of parentage
  
- The legal guardian for an individual must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.