

**City of Tonka Bay
Data Request Form – Data Subjects**

Date of Request: _____

To request data as a data subject, you must show a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

I request access to data in the following way:

Please note: Inspections are provided at no cost; however, there is a fee for any copies requested. (See Fee Schedule)

Inspection Copies Both inspection and copies

This is the data I am requesting:

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

Contact Information

Data subject name _____

Parent/guardian name (if applicable) _____

Address

Phone _____ Email address _____

Signature of Data Subject of Parent/Guardian _____

Staff Verification

ID provided _____

The City of Tonka Bay will respond to your request within ten (10) business days.