**City of Hopkins**
1010 1st Street South, Hopkins, MN 55343
952-935-8474 | 952-935-1834 (fax) | www.hopkinsmn.com

# Request for Public Data

Complete this form and return it to Hopkins City Hall via email at datarequest@hopkinsmn.com, in-person or by U.S. Mail.

*You do not need to provide any of the contact information below. However, if you would like copies mailed to you, the City will need some form of contact information. In addition, if the City needs clarification to understand your request and no contact information is provided, the City will not be able to begin processing the request until you make contact.*

First Name _____ Last Name _____ Phone Number _____

Street Address _____

Email_____ Date_____

Information Requested (Be as specific as possible)

The City of Hopkins will respond to your request as soon as reasonably possible.

*Notice: You may cancel this request at any time prior to the release of information. You may also be required to pay the actual costs of making copies.*

## For Department Use Only

Department: _____ Handled by: _____

Request Type:

❒ In-Person ❒ Mail ❒ Inspect data only ❒ Email

Request:

❒ Approved ❒ Approved in part ❒ Denied _____

*(reason denied)*

Date Received: _____ Date Completed: _____

Fees Charged: _____ Number of Pages: _____

*(If no fee is charged, enter "None")*

Employee Signature: _____