

**MINNEAPOLIS PUBLIC HOUSING AUTHORITY**  
**Data Request Form for Individual Subject of Data**  
**Minnesota Statutes Chapter 13**

**USE THIS FORM IF YOU ARE THE SUBJECT MATTER OF THE INFORMATION YOU SEEK; THAT IS, THE INFORMATION IS ABOUT YOU.**

*If you are an employee or former employee of MPHA, do not use this form.*  
**For assistance in that case, call 612-342-1442 or email HR@mplspha.org.**

Date \_\_\_\_\_

Data Subject Name \_\_\_\_\_

Parent/Guardian Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Please indicate how you would like for us to contact you:

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Describe in detail the Data that you are requesting. Be as specific as possible.

By completing this form, you understand and agree that:

1. You may without charge inspect data about you or about a minor, if you are a Parent/Guardian (Parent) of the minor.
2. You are requesting access to Data about yourself or a minor by:

Inspection       Copies       Inspection & copies

3. You will be charged the actual costs for making and certifying the copies. MPHA's hourly rates for employee time to make and certify copies will vary depending on the data request. You must pay for costs associated with your request before the data will be released to you. Payment can be made by check, cash or money order. Checks should be addressed to the "Minneapolis Public Housing Authority."
4. You will be required to verify your identity as the subject of the data or the authorized representative of the data subject prior to disclosure of the requested data. A Parent must show a valid photo ID and a certified copy of the minor's birth certificate or a certified copy of documents that establish the Parent relationship with the child, such as: a court order for a divorce, separation, custody, or foster care; a foster care contract; an affidavit of parentage; or documentation of formal or informal appointment as guardian, such as court order or power of attorney.

MPHA Data Practices Procedures for Individual Subjects of Data may be found at:  
<https://mphaonline.org/DPA-Procedures-Data-Subjects> (PDF)

Please submit this form to: [datapractices@mplspha.org](mailto:datapractices@mplspha.org).

For additional assistance, contact MPHA's Legal Department at (612) 342-1427.