



Koochiching County Sheriff's Office



Sheriff Perryn Hedlund

714 4th St
International Falls, MN 56649

1-218-283-4416
Fax: 1-218-283-7004

Information Disclosure Request

NOTE:

- A. Law Enforcement Data will be provided pursuant to rules set forth in Minnesota Statute 13.82.
- B. Request Frequency-Private Data on Individuals. After you have been shown the data and informed of its meaning, the data need not be disclosed to you six months thereafter unless a dispute or action is pending or additional data on you has been collected.
- C. You may be required to pay the actual costs of making and/or compiling the copies of information requested.

Record Request:

Date of Request:	Requesters Name:		
Address:	City/State:		
Phone:	Case #:		
Information Requested:			
E-Mail: _____			
Signature: _____		Printed Name: _____	

OFFICE USE ONLY:

Request Type: In person Mail Phone Email Fax Request By: Subject of Data Not Subject of Data Request Completed: Front Desk Fax Mail Email Information Requested is Classified: Public Non-Public Private N/A Confidential Protected Non-Public Redacted	Request: Approved Denied Comments: Authorized Signature:
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Reports /regular copies: \$0.25 per page
Photos: Digital \$25.00 per CD

Audio/Video: \$25.00 per CD/DVD/TAPE
Transcripts: \$25.00 per transcript flat fee plus \$25.00/hour after the first hour

I HAVE RECEIVED FROM THE ABOVE NAMED, THE AMOUNT INDICATED IN PAYMENT FOR PROVIDING THE INFORMATION REQUESTED.

Total Amount Due: \$ Payment Received By: Date: WCSO 3/20 BG

****Reports DO NOT include those from International Falls Police Department or State Patrol****