



Brown County Human Services

1117 Center Street PO Box 788
New Ulm, MN 56073-0788
Phone: (507) 359-6500 or 1-800-450-8246
FAX: (507) 359-6542

For Office Use Only:

Route to Office Services Supervisor

ACCESS TO RECORDS REQUEST FORM

Date of Request

Requesting party's information:

Full Name:	
Date of Birth:	
Phone Number:	
Address:	

The specific records I'm requesting are:
(Include date range; specific documents; etc.)

- I am requesting my own records I am requesting records about someone else
(To request records for someone else, please fill out page 2)

I am requesting access to the data in the following way:

- I would like to review my records in office at Brown County Human services after they are prepared
- I would like to pick up my records at Brown County Human Services after they are prepared. A representative from Human Services will contact you when records are ready.
- I would like my records to be mailed to the above address after they are prepared.
- I would like my records to be emailed via secure email.
Preferred email address:

I have read and reviewed this form and verify under penalty of perjury that the information provided is accurate and truthful. I understand that by requesting records, I'm agreeing to pay \$.25 per page for any records that need to be redacted prior to release.

Signature

Date

OVER

I am asking for access to the listed minor child(ren)'s/ individual's records at Brown County Human Services:

Full Name	
Date of Birth	
Parent(s)/Guardian	
Address	
Relationship to person requesting records	

Full Name	
Date of Birth	
Parent(s)/Guardian	
Address	
Relationship to person requesting records	

Full Name	
Date of Birth	
Parent(s)/Guardian	
Address	
Relationship to person requesting records	

<u>Legal Mother</u>	<u>Legal Father</u>	<u>Guardian</u>
<input type="checkbox"/> I gave birth to the children	<input type="checkbox"/> I am married to my children's legal mother	<input type="checkbox"/> I am the individual's guardian appointed by the court.
<input type="checkbox"/> I have legal custody of the children established by a court order	<input type="checkbox"/> I was married to my children's legal mother at the time of the children's birth	
<input type="checkbox"/> I have physical custody of the children established by a court order	<input type="checkbox"/> I have physical custody established by a court order	
	<input type="checkbox"/> I have legal custody established by a court order	

You are required to provide proof of your relationship to the person you're requesting records for. Refer to Brown County Data Practices policy for Data Subjects to determine the necessary proofs to submit with this request.