

## **Open Records Request MNPD form 720 Information/Instruction Sheet**

**Under 10-7-503(a)(7)(A), the records custodian can require a written request for copies of documents**

- Any request at the Records counter that exceeds more than three transactions (Arrest reports, Incident Reports, Accident Reports, Computer reports)
- Background check
- Case Files
- Personnel, Disciplinary, or OPA files
- Mug Shots
- Fingerprints
- Photos (Photo CDs / Photos from incident reports)
- AVL Records
- Visa Letter
- Adoption Letter
- Other

**All of the above listed require the Open Public Records Request MNPD form 720 to be completed and provide a copy of Photo ID with address.**

Only three transactions per requestor for accident, incident, arrest and computer reports will be completed by a Records Personnel at the counter. If the request exceeds 15 minutes or three transactions, Form 720 will be required to be completed. Once the request has been completed, the requestor will be contacted at a later date.

Below are the required fields that need to be completed on the MNPD form 720 for the different types of services requested:

**A. Background checks, Case file, Photos, AVL records, Visa Letter, Adoption Letter, Other:**

- Citizen:
  - Section A – Name, Home Address, Phone number, Photo ID
  - Section B
  - Section C
  - Section D
- Businesses / Insurance Companies:
  - Section A – Business Name, Address, Phone number, Photo ID, email, Full Name of employee
  - Section B
  - Section C
  - Section D
- Verified Businesses (i.e. other agencies, approved State depts.):
  - Section A – Business Name, Address, Phone number, Email, Full Name of employee
  - Section B
  - Section C
  - Section D

**B. Accident Reports, Incident Reports, Arrest Reports, Computer Reports (Exceeds the limit of 3)**

- Citizen:
  - Section A – Name, Home Address, Phone number, Photo ID
  - Section B
  - Section C
  - Section D
- Businesses / Insurance Companies:
  - Section A – Business Name, Address, Phone number, Photo ID, email, Full Name of employee
  - Section B
  - Section C
  - Section D
- Verified Businesses (i.e. other agencies, approved State depts.):
  - Section A – Business Name, Address, Phone number, Email, Full Name of employee
  - Section B
  - Section C
  - Section D

**C. Personnel Records/File, OPA files, disciplinary files:**

- All Requestors:
  - Section A - Complete Section in full and Photo ID
  - Section B
  - Section D
  - Section E

**D. Fingerprints**

- Citizens
  - Section A - Name, Home Address, Phone number, Photo ID
  - Section B

**E. Mug Shots**

- Businesses:
  - Section A – Business Name, Address, Phone number, Photo ID, email, Full Name of employee
  - Section B
- Citizen:
  - Section A – Name, Home Address, Phone Number, Photo ID
  - Section B