



AIRPORT POLICE DEPARTMENT

Minneapolis/St. Paul Int'l Airport

4300 Glumack Drive, RM 3255

St. Paul, MN 55111

Phone: (612) 726-5115 Fax: (612) 725-6185

Email: apdrequest@mspmac.org

INFORMATION DISCLOSURE REQUEST

Nature of request:

Report

CCTV

Background

Description of Request Be as specific as possible with the information you are requesting, including name(s), dates, case numbers, etc., if known. *(Lack of descriptive information may affect our ability to respond in a timely manner.)*

Incident Information

APD Case Number or CAD Incident Number (if applicable): _____

Date of occurrence: _____ Time of occurrence: _____

Location of occurrence: _____

List Person(s) Involved: _____

Camera #'s (if known): _____

Incident Type/Description: _____

Requester Information *(Providing this information is optional; however, limited details may impact our ability to process or respond to your request.)*

Requestor's Name: _____

Address / Organization: _____

Email: _____

Telephone: _____

The Airport Police Department responds to data requests within a reasonable time. Where individuals are the subject of the data, the department will respond within ten days of the request, excluding Saturdays, Sundays and legal holidays.

Digital Data will be sent electronically at no charge.

You may be charged the cost of searching for and retrieving data, as well as for copies of the data (MN §13.03, Subd. 3).

*** The cost for a physical copy: \$30.00/USB for CCTV & Video ***

Fee Schedule: \$0.25 / page (up to 100 pages – over 100 pages, additional charges may apply)

*** Requests that involve over 2 hours of research will require a deposit of half of the estimated charge amount prior to search. ***