



STEVENS
COUNTY

HUMAN SERVICES
LIBERTY SLEITER, LICSW
Director

400 Colorado Ave, Suite 104, Morris, MN 56267

O 320.208.6600
F 320.589.3972

T 800.950.4429
libertysleiter@co.stevens.mn.us

**Stevens County Human Services
Data Request Form**

A. Requestor Information

Date of Request: _____

Name: _____ DOB: _____

Other Names You Use (maiden name, nicknames, etc.):

Address: _____

Phone: _____ Email Address (optional): _____

B. To Whom Should Information Be Released:

Name: _____

Address: _____

C. Description of Information Requested (be as specific as possible)

D. I am requesting access to data in the following way: Inspection Copies

E. Signature of Requester/Parent or Guardian

Note: Inspection is free but Stevens County charges for copies. Information regarding copy charges is on the next page. We will respond to your request within 10 business days.

Requested information must be picked up within 60 days starting from the date the information is made available to the requestor. If the information is not retrieved within 60 days and the same request is made within a year's time, additional costs may incur.

Return to: Stevens County Human Services
400 Colorado Ave. Ste. 104
Morris, MN 56267
Phone: 320-208-6600 Fax: 320-589-3972

For Internal Department Use

A. Request Type

- In Person
- Mail-In
- Phone

Action on Request

- Approved
- Denied
- Denied in Part

Comments:

B. Fee Charged

1. Number of Pages: _____ x \$.25/copy = _____
 Cash Check Money Order Credit Card

2. Employee time: _____ x \$50/hour = _____

3. Received by: _____

Search and Retrieve Data \$ _____/hour

C. Request handled by: _____

D. Requestor ID verified: Yes No Verified by: (initial) _____