



AFFIDAVIT OF IDENTITY

This document is for use when making a data request from the City of Minneapolis and verifying your identity with a notary public. A notary is a person who legally verifies your identity and certifies that you have signed the document.

Present your proof of identity and complete the form in the presence of the notary. Depending on what data you are requesting, you may need additional documents. See the back or go to minneapolismn.gov/request-data.

Complete this section in the presence of the notary public

Full legal name: _____ Date of birth: _____
(MM/DD/YYYY)
Address: _____ Today's date: _____

Documents provided to notary public to prove identity:

I swear or affirm under penalty of perjury that I am the person described above and that all of the statements in this affidavit are true and correct.

Signature: _____

For notary public to complete

State of: _____ County of: _____

Signed and sworn (or affirmed) before me on _____ by _____
(Date)

(Seal)

(Attesting person)

(Signature)

(Title and Rank)

My commission expires:

Submitting proof of identity

Use this form when requesting data from the City of Minneapolis that requires you to verify your identity. Requests that require identity verification cannot be fulfilled until you provide either:

- this completed, notarized form
 - OR –
- a valid, government-issued photo ID

You can provide the required documentation in two ways:

- Return this form in person to the Public Service Building located at 505 4th Ave S., Skyway level, Minneapolis MN 55415
- Send an electronic copy of a document
 - An electronic copy can be clear photo or scanned document, like a PDF.
 - Contact the city staff processing your request so they can send you a secure link to upload your documents.
 - Do not send copies of your ID by email.

Person with access	Proof of authorization
Parent or guardian of a minor requesting private data about the minor.	Documents establishing the relationship to the child, one of: <ul style="list-style-type: none">• Minor's birth certificate or• Court order relating to divorce, separation, custody, foster care• Foster care contract
Legal guardian of an adult individual requesting private data about the individual.	Certified copy of formal or informal appointment as guardian, such as: <ul style="list-style-type: none">• Court order• Valid power of attorney
Person authorized by court order	Court order that identifies: <ul style="list-style-type: none">• Persons authorized to access the individual's private data, and• The scope of the access
Person authorized to access private data of a deceased person	Documents establishing the relationship to the deceased, which may include: <ul style="list-style-type: none">• Court-issued document appointing personal representative of the estate• Birth certificate to prove parental relationship• Marriage certificate to prove spousal relationship• Death certificate/notice of death
Authorized representatives (such as attorneys or insurers)	A signed authorization for the release of data, which includes all of the following: <ul style="list-style-type: none">• The name of the data subject• A description of the data they are authorizing access• The name of the person or entity being authorized to receive the private data• Data subject's notarized signature or valid, government-issued ID

If you have questions about what proof is required, ask the agent handling your data request or email responsibleauthority@minneapolismn.gov.