



Fire Department

Fire Headquarters
602 West Second Street
Duluth, Minnesota 55802



218-730-4394
Business Office

218-730-4400
Fire Stations

Request for Information

Name: _____
Phone: _____
Email: _____
Mailing Address: _____
Request Date: _____

Describe the data you are requesting as specifically as possible:

I am requesting access to data in the following way: (mark one):

- ☐ Electronic (via e-mail) or Inspection – no charge
- ☐ Copies –25 cents per page for 100 or fewer paper copies of letter or legal sized paper copies. The City charges the actual cost (not to exceed \$25.00 per hour for employee time) after the first one hour of employee time per data request. The first hour of employee time per data request is free of charge.
- ☐ Both inspection and copies - see charges above. You have the right to look at data, free of charge, before deciding to request copies.

SIGNATURE: _____

Please submit this form via email to mgarrick@duluthmn.gov or via mail to 602 W 2ND St, Duluth MN 55802.

FOR INTERNAL USE ONLY		Received on:	
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved in Part <input type="checkbox"/> Denied		Remarks or Basis for Denial:	
Photocopying Charges: <input type="checkbox"/> None _____		<input type="checkbox"/> _____ Pages x .25 cents = <input type="checkbox"/> Actual Costs:	



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