

MSP Airport Police Department

Aviation Security Division

MSP International Airport
Room 3255, Lindbergh Terminal, St. Paul, MN 55111
General Phone # 612-726-5115

Email form to: badgingdatarequests@mspmac.org

***Please allow 5 business days for processing**

INFORMATION DISCLOSURE REQUEST – Revised 04/23/18

Date of Request:

Requestor's Name:

Title:

COMPANY:

Address:

Cell Phone:

Email:

Type of report or information requested*

- Badge Holder List** Active Expired by Deactivation/Expiration Dates
 Badge Holder List of **part-time** employees (employees who are badged under another company's name)

- Transaction Report** Date Range from _____ to _____

BADGEHOLDER Name _____ Badge # _____
or ACCESS POINT- (Indicate specific Door, Gate, etc.) _____

REASON for Request (Required) _____

- Other** _____

- Copy of fingerprint results** _____

Requestor's Signature _____

*NOTE: Standard reports will be provided at no cost to the company unless extensive search or research is involved.

If necessary, you will be contacted regarding the fee as soon as the report is determined to be releasable.

Fee Schedule: _____ Pages @ \$.25 / page = \$ _____ (up to 100 pages)

Extensive searches calculations: _____ Minutes to search/copy @ _____ /minute = \$ _____

If necessary, CHECKS SHOULD BE MADE PAYABLE TO: "Metropolitan Airports Commission"

Public data may be inspected at no charge. You may be charged the cost of searching for and retrieving data, as well as compiling copies of the data (MN § 13.03, Subd. 3).

FOR OFFICE USE ONLY

Request Approved

Request Denied

CLASSIFICATION:

- ⊖ **Public Data on Individuals**
- ⊖ **Private Data on Individuals**
- ⊖ **Confidential Data on Individuals**
- ⊖ **Public Data Not on Individuals**
- ⊖ **Private Data Not on Individuals**

Request Approved By: _____ Date Received: ____/____/____ Date Released: ____/____/____ Fee Paid: \$ _____

Comment (if any)