



City of South St. Paul  
**Request to View  
Property File**

City Clerk's Office  
125 3rd Avenue North  
South St. Paul, MN 55075  
(651)554-3204  
Fax: (651)554-3201

To view a property file you must complete this form and an appointment will be set up.  
All property files are on Laserfiche located at City Hall for viewing.

**A. Completed by Requester**

Requester Name (Last, First, MI):	Date of Request:
Address:	City, State, Zip
Phone Number:	Email Address:
Property Address:	
Date and Time Requested to View Property File:	

Date

(x) Signature of Applicant

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*DATA PRIVACY ADVISORY:* This information is not legally required but used for the sole purpose of facilitating access to the data. Once the request has been completed, this form will constitute a public record. The purpose and intended use of this information to process your request, contact you if additional information is needed and, when requesting private or confidential data on individuals, to determine authority to access the data.

