

# MINNESOTA DEPARTMENT OF PUBLIC SAFETY BUREAU OF CRIMINAL APPREHENSION

## HOW TO GET PRIVATE DATA ON A DECEDENT

When the Bureau of Criminal Apprehension (BCA) holds private data on a person who has died (the decedent), the Minnesota Government Data Practices Act allows a representative of that person to obtain the data. This document explains the process for doing so.

Representative of the decedent means:

- The personal representative of the estate;
- If no personal representative is currently appointed, the representative is the surviving spouse or any child of the decedent; or
- If there is no surviving spouse or children, the representative is the parents of the decedent.

Private data on a decedent may also be obtained by a trustee appointed in a wrongful death action on behalf of the decedent.

**To obtain private data on a decedent, please complete and submit both [this form](#)<sup>1</sup> and the associated required documentation. The documentation establishes your relationship to the decedent, as described below.**

- **Personal representative:** Provide a certified copy of the court order appointing you as personal representative.
- **Surviving spouse:** Provide certified copies of the death and marriage certificates.\*
- **Minor child:** Provide a certified copy of the death certificate\* and a certified copy of the child's birth certificate or adoption papers.
- **Parent(s) of the decedent:** Provide certified copies of the death certificate and the decedent's birth certificate or adoption papers.\*
- **Trustee in a wrongful death action:** Provide a certified copy of the order appointing you as trustee.

\*If the BCA is investigating the circumstances surrounding the death of the decedent or is otherwise able to confirm death, the BCA does not require a certified copy of the death certificate.

More information is available in the BCA's [Data Access Policy & Inventory](#).<sup>2</sup>

**Contact the BCA at 651-793-7000 to ask to speak with a Family, Victim, and Community Coordinator.**

### Personal effects

If you are seeking the return of personal effects of the decedent, please contact the local law enforcement agency. The BCA will return any personal effects to the local law enforcement agency upon completion of its investigation.



<sup>1</sup> This form is also available on the BCA website at

<https://dps.mn.gov/divisions/bca/Documents/Data-Request-on-Another.pdf>

<sup>2</sup> This document is also available on the BCA website at

<https://dps.mn.gov/divisions/bca/Documents/Data-Access-Policy-and-Inventory.pdf>