



TENNESSEE BUREAU OF INVESTIGATION
PUBLIC RECORDS REQUEST



The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To: Public Records Request Coordinator, TBI Professional Standards Unit

From: [Requestor Name] _____
[Mailing Address] _____
[Area Code/Phone] _____
[Email Address] _____

Please provide either a mailing address, phone number, or email address so we may contact you with any questions or responses to this request.

Is the requestor a Tennessee citizen? Yes No

Proof of Tennessee citizenship must be provided.

Request: RECORDS INSPECTION

RECORDS COPY/DUPLICATE - If costs for copies are assessed, the requestor has a right to receive an estimate.

Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$_____? If so, initial here: _____.

Delivery Preference: On-Site Pick-Up USPS First Class Mail Electronic
 Other: _____

Records Requested: Provide a detailed description below of the record(s) requested, including (1) the type of record; (2) the timeframe or dates for the records sought; and (3) subject matter or keywords related to the records. Under the Tennessee Public Records Act, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Requestor Signature/Date Submitted

FOR INTERNAL USE: Date Received