



**PUBLIC RECORDS REQUEST FORM**

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:** Bureau of Ethics and Campaign Finance      **ethics.counsel@tn.gov**  
 Attn: Lauren Topping      **OR**  
 404 James Robertson Pkwy, Suite 104      **registry.info@tn.gov**  
 Nashville, TN 37243

**From:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Is the requestor a Tennessee citizen?**    Yes    No

The Bureau of Ethics and Campaign Finance reserves the right to request verification that the requestor is a citizen of the State of Tennessee before providing records.

**Request:**    Inspection (The TPRA does not permit fees or require a written request for inspection only.)  
 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 Mail       Other: \_\_\_\_\_

For security reasons, records will not be provided electronically except via email.

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

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Signature of Requestor and Date Submitted

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Signature of PRRC and Date Received