STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY / NASHVILLE, TENNESSEE 37243-1150
TELEPHONE: 800-544-7693 OR (615) 741-8307 OR FAX (615) 532-2868
Website:https://www.tn.gov/commerce/regboards/contractors.html
Email: Contractors.Home-Improvement@TN.Gov

PUBLIC RECORDS REQUESTS - COPIES

Date:_____

Requests for copies of public records may be made to the Board for Licensing Contractors and a response will be provided within seven (7) business days. Any fee assessed is in accordance with the Tennessee Public Records Act, Title 10, Chapter 7, Part 5. Typical charge for copies is 15¢ per page. A list of all licenses (roster) is available from the Board's website "Reports and Data" for no fee. Minutes of Board meetings are also available from the website. Confidential information is not provided with a request for public records and this information would be removed from the file or redacted (*financial information pursuant T.C.A. § 62-6-124; social security numbers, pursuant 42 U.S.C. § 666(a)(13)*.

License Records Requested

License or Business Name: _____

Owner/Officer Name:_____

Address: _____

License ID#: _____ - *May check the website's "License Search" at:* http://verify.tn.gov/

Profession: __Contractor __Home Improvement
__Limited Licensed Electrician (LLE) __Limited Licensed Plumber (LLP)

Requester's Contact Information

Name: _____

Address:_____

_____

Phone:_____ **Email:**_____

Request:

___**License File** ___ **Certificate of Insurance** (Contractor or Home Improvement)

__**Complaint File** ___ **Bond or IRLOC**

___**Other** - _____

(Rev. 06/2018)