



TENNESSEE DEPARTMENT OF REVENUE 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.

This form should be used to request records for the Department of Revenue, which administers and collects state taxes and works with Tennessee's 95 county clerks to administer vehicle title and registration. This form is not necessary to obtain a taxpayer's own tax information, which may be obtained by submitting a written request to the Records Custodian of the Tennessee Department of Revenue, Andrew Jackson Building, 500 Deaderick Street, Nashville, Tennessee, 37242

This form is not necessary to obtain motor vehicle records, which, subject to Tennessee's confidentiality laws, may be obtained by submitting a [Vehicle Information Request form](#).

Please complete this form and email it to TNRevenue.PublicRecords@tn.gov.

To: Tennessee Department of Revenue, Public Records Request Coordinator

From: _____

Is the requestor a Tennessee citizen? Yes No

Request: Inspection
 Copy/Duplicate (Note: Fees may apply)

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

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. 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.

Signature of Requestor Date Submitted Signature of Coordinator Date Received