



**TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY
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, Tennessee Department of Safety & Homeland Security

From: _____ [Requestor Name]
_____ TN, _____ [Mailing Address]
_____ [Phone Number with Area Code]
_____ [E-mail 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: **Inspection** (The TPRA does not permit fees or require a written request for inspection only – however information to comply with Tennessee Code Annotated (TCA) §10-7-503(g) must be provided to view law enforcement personnel or ISB files.)
 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) 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 Public Records Request Coordinator/Date Received