

**OFFICES OF THE CIRCUIT COURT CLERK
DAVIDSON COUNTY, TENNESSEE**

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: Public Records Requestor Coordinator

Requestor Name: _____

Requestor Phone Number: _____

Email Address: _____

Mailing Address: _____

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

Proof of Tennessee residency/citizenship is required. Requestor must supply a copy of Tennessee driver's license, Tennessee issued state ID, current utility bill, mortgage/lease paperwork showing requestor's name and address.

Request: **Inspection** (the *TPRA* does not permit fees or require a written request for inspection only.¹)

Copy/Duplicate

The requestor has a right to receive an estimate for copies. 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: _____.

Advanced payment is required for copies and postage/courier.

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

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

Signature of Public Records Request Coordinator

Date Submitted: _____

Date Received: _____

¹ **NOTE:** *T.C.A. §10-7-504(a)(20)(C)* permits charging for redaction of private records of a utility.