

**METROPOLITAN PUBLIC DEFENDER'S OFFICE OF NASHVILLE AND  
DAVIDSON COUNTY**

150 2nd Ave. N., Suite 400 Nashville, TN 37201

Mailing Address: 150 2nd Ave. N., PO Box 196300, Nashville, TN 37219-6300

Phone: (615) 862-5730 Fax: (615) 880-3700 E-mail: publicdefender@jisnashville.gov

**PUBLIC RECORDS REQUEST FORM**

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open 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**

**Requestor First Name:**

**Requestor Last Name:**

**Requestor Phone Number:**

**Email Address:**

**Mailing Address:**

**Request:**

**Inspection only.** (The TPRA does not permit fees or require a written request for inspection only.) \*Note\* Tenn. Code Ann. § 10-7-504(a)(20)(C) permits charging for redaction of private records of a utility.

**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:** Choose an item.

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 keywords 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 & Date  
Requestor

---

Signature & Date Requested  
Public Records Request Coordinator