



Metropolitan Nashville Police Department  
Central Records Division  
811 Anderson Lane, Suite 100,  
Madison, TN 37115  
615-862-7631



### MNPD Open Records Request Form

This form is to be completed for copies of records or files and inspection of  
Law Enforcement Personnel Records offered by the Metropolitan Nashville Police Department

Date: \_\_\_\_\_

**This form complies with TENNESSEE CODE ANNOTATED - TITLE 10, CHAPTER 7, PART 5.**

**Section A**

#### Requestor Information: (Business/Citizen Information)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Personal Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Personal Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Send Results By: ☐ Postal Mail ☐ In Person ☐ Email

**Photo copy of photo ID with address must be attached to this request.**

Note: Pursuant to T.C.A. § 10-7-503(a)(2)(B), "In the event it is not practicable for the record to be promptly available for inspection, the custodian shall, within seven (7) business days: (i) Make the information available to the requestor; (ii) Deny the request in writing or by completing a records request response form developed by the office of open records counsel. The response shall include the basis for the denial; or (iii) Furnish the requestor a completed records request response form developed by the office of open records counsel stating the time reasonably necessary to produce the record or information."

#### Type of Service Requested:

Complaint Number: \_\_\_\_\_

Background Check      Accident Report  
ARL Records      Incident Report  
Copy of Case File      CAD Report  
Personnel File      Arrest Report  
Disciplinary File      Visa Letter

In Car Camera(s) - Date/Time: \_\_\_\_\_ / \_\_\_\_\_ **Section B**

Officer/Car# \_\_\_\_\_

Body Worn Camera - Date/Time: \_\_\_\_\_ / \_\_\_\_\_

Officer(s) \_\_\_\_\_

Adoption Letter      Mug Shot▪

Photos      Fingerprints▪

OPA File: \_\_\_\_\_

IA/OPA Number if Known

**\*\*\*PLEASE PROVIDE AS MUCH INFORMATION ABOVE AS POSSIBLE TO HELP FULFILL YOUR REQUEST\*\*\***

Other (Please explain in detail) \_\_\_\_\_

\*Fingerprints and Mug Shots requests are completed by our Forensic Services Division located at 400 Myatt Drive, Madison, TN 37115

**Section C**

#### Subject of Request (If request is for Inspection of MNPD Personnel Files skip to Section E)

Name (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_

A.K.A. Names (Maiden, Other, etc.) \_\_\_\_\_

1 (Last) \_\_\_\_\_ (First) \_\_\_\_\_

2 (Last) \_\_\_\_\_ (First) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_

Social Security Number \_\_\_\_\_ Driver License Number \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(NOTE: The accuracy of the information you provide is critical as all searches are conducted based on the information provided.)

		<i>Section D</i>	
<b><u>Reason for Request:</u></b>			

Section E		
<b>For MNPD Personnel Record Requests:</b>		
<b>Tenn. Code Ann. § 10-7-503</b>		
(c)(1) Except as provided in § 10-7-504(g), all law enforcement <b>personnel</b> records shall be open for inspection as provided in subsection (a); however, whenever the personnel records of a law enforcement officer are inspected as provided in subsection (a), the custodian shall make a record of such inspection and provide notice, within three (3) days from the date of the inspection, to the officer whose personnel records have been inspected:		
(A) That such inspection has taken place;		
<b>(B) The name, address and telephone number of the person making such inspection;</b>		
(C) For whom the inspection was made; and		
(D) The date of such inspection		
I request to view the following employee personnel file:		
Employee Name (Print)		
Assignment (If Known)		
Reason for viewing file: If related to criminal or civil litigation, please give case name or other identifying information, i.e., docket #, etc.		
<b>Department Use Only:</b>		
<b>Date Employee Notified:</b>	<b>Date Inspected:</b>	<b>Method of Notification:</b>
<b>Assignment Verified:</b>		
<b>Undercover Comments:</b>		

<b>Department Use Only:</b>				<i>Section F</i>	
Request Received By (Print)		Name	ENO	Date/Time	
Request Processed By (Print)		Name	ENO	Date/Time	
Fees Calculated By (Print)		Name	ENO	Date/Time	
<b>Total Fees: \$ _____</b>		<b>No. of Fingerprint Cards: _____</b>			
Results:	Mail:	Faxed:	Emailed:		
Date		Date		Date	
Placed at counter for pick-up		Picked up			
Date		Date			



John Cooper, Mayor

Steve Anderson  
Chief of Police

**PUBLIC RECORD REQUEST RESPONSE FORM**

Governmental Entity Name and Address: MNPD Central Records Division 811 Anderson Lane, Suite 100 Madison, TN 37115

Date: \_\_\_\_\_ RE: \_\_\_\_\_

Requestor's Name and Contact Information: \_\_\_\_\_

In response to your records request received on \_\_\_\_\_ our office is taking the action(s) indicated below:  
*[Date Request Received]*

The public record(s) responsive to your request will be made available for inspection:

Location: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Copies of public record(s) responsive to your request are:

Attached;

Available for pickup at the following location: \_\_\_\_\_; or

Being delivered via:          USPS First-Class Mail          Electronically          Other: \_\_\_\_\_.

Your request is denied on the following grounds:

Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).

No such record(s) exists or this office does not maintain record(s) responsive to your request.

No proof of Tennessee citizenship was presented with your request. Your request will be reconsidered upon presentation of an adequate form of identification.

You are not a Tennessee citizen.

You have not paid the estimated copying/production fees.

The following state, federal, or other applicable law prohibits disclosure of the requested records:

\_\_\_\_\_.

It is not practicable for the records you requested to be made promptly available for inspection and/or copying because:

It has not yet been determined that records responsive to your request exist; or

The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

The time reasonably necessary to produce the record(s) or information and/or to make a determination of a proper response to your request is: \_\_\_\_\_.

If you have any additional questions regarding your record request, please contact Public Records Request Coordinator.

Sincerely,

