



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."

Section B

Type of Service Requested:

Complaint Number: _____

Background Check Accident Report

ARL Records Incident Report

Copy of Case File Computer Report

Personnel File Arrest Report

Disciplinary File Visa Letter

Other (Please Explain in detail) : _____

Dashcam - Date/Time: _____ / _____

Officer/Car# _____

Body Worn Camera - Date/Time: _____ / _____

Officer _____

Adoption Letter Mug Shot*

Photos Fingerprints*

OPA File: _____

IA/OPA Number if Known

*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.)

Reason for Request:

For MNPD Personnel Record Requests:

Tenn. Code Ann. § 10-7-503

(c)(1) Except as provided in § 10-7-504(g), all law enforcement **personnel** 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) The name, address and telephone number of the person making such inspection;**
- (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.

Department Use Only:

Date Employee Notified:	Date Inspected:	Method of Notification:
Assignment Verified:		
Undercover Comments:		

Department Use Only:

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