



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: *[Handwritten Signature]*

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#s \_\_\_\_\_

Adoption Letter              Mug Shot\*

Photos                          Fingerprints\*

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

IA/OPA Number if Known

Any and all materials, indices, directives, manuals, and other guiding documentation regarding the records generated and retained by this agency, including but not limited to any and all applicable:

- Record retention schedules
- Indices to the records management program
- Any other data structures used for the management of records: digital, paper, and otherwise

\*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:**

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**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
<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	