

# REQUEST FOR PUBLIC RECORDS

Any citizen of the State of Tennessee may inspect public records during normal business hours, 8 am to 5 pm Monday through Friday, as described by T.C.A. 10-7-503. To assist the Maury County Sheriff's Department in verifying your right to inspect its records and to locate the records you desire to inspect, please complete the following information:

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## REQUESTOR'S INFORMATION:

Your Name: \_\_\_\_\_ TN Driver's License #: \_\_\_\_\_

Street Address: \_\_\_\_\_

If you wish records to be mailed, list mailing address if different from street address above including city, state and zip code: \_\_\_\_ yes \_\_\_\_ no

Mailing address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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## SPECIFIC DESCRIPTION OF RECORDS:

Date of Report/Incident: \_\_\_\_\_ Case No. \_\_\_\_\_

Type of Incident: \_\_\_\_\_ Address of Incident: \_\_\_\_\_

If someone was arrested, list subject's name(s): \_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

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**NOTICE: As described in T.C.A. 10-7-503, The Maury County Sheriff's Department may charge for copies of the requested records. Charges include 15 cents per black and white pages, 50 cents per color pages, postage if records are mailed and an hourly research rate (no charge for the first hour). Maury County Sheriff's Department has the right to request part of the costs upfront. Also stated in T.C.A. 10-7-503, The Maury County Sheriff's Department has 7 business days to provide the requested records, provide you with a denial letter stating why the records cannot be released, or provide you with a legal reason if the records cannot be provided within 7 business days. The date and time below will be the start of the 7 business days.**

*I certify that I have read the above notice.*

Signature: \_\_\_\_\_

Date and Time: \_\_\_\_\_