



**HAMILTON COUNTY SHERIFF'S OFFICE**

600 Market Street

Chattanooga TN 37402

(423) 209-7000 Fax: (423) 209-7001

[www.hcsheriff.gov](http://www.hcsheriff.gov)

## Request for Personal Inspection of Records

In accordance with Title 10. Public Libraries, Archives and Records, Chapter 7. Public Records, Part 5. Miscellaneous Provisions, specifically TCA §10-7-503. Records open to public inspection -- Exceptions, I request personal inspection of records maintained by the Hamilton County Sheriff's Office as specified below which have not been classified as confidential under this part as provided by state law. Further, I affirm I am a citizen of Tennessee, and the following information given is true and correct.

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

Home Address: \_\_\_\_\_ Business Address: \_\_\_\_\_

Home Telephone No.: \_\_\_\_\_ Business Telephone No.: \_\_\_\_\_

Drivers License No.: \_\_\_\_\_ State: \_\_\_\_\_

Other Identification Used: \_\_\_\_\_

Personal Inspection Made for: \_\_\_\_\_ Self \_\_\_\_\_ Other (see below)

Other: Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Nos.: Home \_\_\_\_\_ Business: \_\_\_\_\_

(A) Specific Records Requested: \_\_\_\_\_

(B) Request to Inspect Personnel Records:

Employee Name: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

(Duplicate form for each employee's personnel record requested.)

Notice of inspection of personnel record sent to above employee on: Date \_\_\_\_\_

Time \_\_\_\_\_

Duplication Costs: No. of pages \_\_\_\_\_ at \$.15 per page

Disks \_\_\_\_\_ at \$1.00 per

Other costs (manpower(s) hourly rate with 1<sup>st</sup> hour free) \_\_\_\_\_

Total cost \_\_\_\_\_

Due and payable upon receipt: \_\_\_\_\_ Cash

\_\_\_\_\_ Money Order

\_\_\_\_\_ Certified Check

Custodian of Records: Name \_\_\_\_\_ (print)

Signature \_\_\_\_\_

Date \_\_\_\_\_