



HAMILTON COUNTY SHERIFF'S OFFICE

600 Market Street

Chattanooga TN 37402

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

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: _____

Email 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: _____
Home Telephone No.: _____ Business Telephone No.: _____

(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 1st hour free): _____
Total cost: _____
Due and payable upon receipt: _____ Cash
_____ Money Order
_____ Certified Check

Custodian of Records: Name: _____ (print)
Signature: _____
Date: _____