

## PUBLIC RECORDS REQUEST FORM

*The Tennessee Public Records Act (TPRA) allows Tennessee citizens to review or receive existing open public records when requested. TPRA does not require compiling or creating new records.*

**To: Shelby County Assessor of Property** 1075 Mullins Station Road, Memphis TN 38134

**From:** Requestor's Name:

Address:

[A Contact address and e-mail for any TPRA is required for a written response, along with Identification]

**Is the requestor a Tennessee citizen?** ☐ Yes ☐ No a. Attach copy of Photo if via mail or email.  
(b). Tennessee Driver License or State I.D. Number: \_\_\_\_\_

**Request:** ☐ Inspection (Neither fees nor a written request is required for inspection only, unless labor costs apply, including searching, retrieving, redacting, monitoring originals, etc.)  
☐ Copy/Duplicate

If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$\_\_\_\_\_? If so, initial here: \_\_\_\_\_.

**Delivery preference:** ☐ On-Site Pick-Up ☐ USPS 1st-Class Mail ☐ Electronic  
☐ Other: \_\_\_\_\_

### Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking. (attach pages if needed)

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Signature of Requestor and Date Submitted

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Signature of PRRC and Date Received