

Election Commission Public Records Request Form

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist. Please do not use this form to request voter lists or maps. Requests for voter data require a different form, since the requester must certify that they are using the voter records only for political purposes. That form can be found on ElectionsShelbyTN.gov or we will send you one.

Name: _____ Phone: _____

Email: _____ (If you want records emailed to you.)

Are you a Tennessee citizen? Yes No (Please include proof of TN citizenship.)

I want to Inspect Records Receive Copies

There will be a charge for copies. For a complete fee schedule, see our policy at ElectionsShelbyTN.gov Once we have determined the estimated charge, we will notify you of the cost. Our policy requires half of the estimated cost to be paid before we will begin copying the records. We accept only cash or checks.

If you wish to have the records mailed to you, please provide a mailing address:

Records Requested: Please provide a detailed description of the records 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. Requests for emails or contracts must be made with the Shelby County Attorney, as the Election Commission is not the custodian of those records.

Signature of Requestor

Date Submitted

Signature of SCEC and Date Received

Deposit Receipt # _____ \$ _____

Final Receipt # _____ \$ _____