

## **HAMILTON COUNTY, REGISTER OF DEEDS**

### **PUBLIC RECORDS REQUEST FORM**

NOTE: Most documents are available to the public, therefore making the formal request below not necessary. You can simply call, [423-209-6560](tel:423-209-6560), or email [Register@HamiltonTN.gov](mailto:Register@HamiltonTN.gov)

The Tennessee Public Records Act (TPRA) grants Tennessee citizens an enforceable right to access open public records that exist at the time of the request. However, it is the policy of Hamilton County, Register of Deeds to extend such open public records access to all members of the public, regardless of residency. The TPRA does not require Records Custodians or the Public Records Request Coordinator to compile information or create or recreate records that do not exist. Certain information is not public, which may require that the requested records be redacted prior to being provided.

**To:** Public Records Request Coordinator

**Date of Request:** \_\_\_\_\_

Mail this printed form to: Hamilton County Register of Deeds  
Attn: Public Records Request Coordinator  
625 Georgia Avenue, Suite 400  
Chattanooga, TN 37402

**From:**

**Requestor's Name:** \_\_\_\_\_

**Requestor's Phone Number:** \_\_\_\_\_

**Requestor's Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requestor's Email Address:** \_\_\_\_\_

**Is Requestor a TN Resident?**

☐ Yes ☐ No

**Type of Request:**

☐ **Inspection Only:** *(The TPRA does not permit fees or require a written request for an "inspection only" request.)*

☐ **Copy/Duplicate:** Copies not exceeding a cost of \$3 will be provided at no charge. Thereafter, fees will be assessed pursuant to the Hamilton County Public Records Policy. You will be provided an estimate of anticipated costs, which must be paid in advance of production of any records.

☐ **Electronic:** If costs for electronic copies are assessed, such will be calculated pursuant to the Hamilton County Public Records Policy, and you will be provided an estimate of anticipated costs. Estimated costs must be paid in advance of production of any records. Additionally, if the records requested are too voluminous to be sent by email, or if they are redacted, access will be provided via the internet. Such access will be assessed a \$3 per document convenience fee, which must be paid in advance.

**Additional Fees:** If the final cost of fulfilling the records request is more than the estimated amount, Requestor must to pay the difference before records will be provided.

**Delivery preference:**

☐ On-Site Pick-Up  
☐ Electronic

☐ USPS First-Class Mail  
☐ Other: \_\_\_\_\_

**Records Requested:** 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 PRRC and/or Records Custodian responding to the request to identify the specific records you are seeking.

Type of Record Requested	Timeframe or Date Range	Subject Matter or Key Words Related to Requested Records
<i>Example: Will of John Doe</i>	<i>1/1/2001 - 1/1/2005</i>	<i>Last Will and Testament, 1425 Somewhere Street, 1940 Oldsmobile</i>

Notes or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*By my signature below, I acknowledge my understanding that I must pay all fees before any records will be produced and/or made available to me.*

\_\_\_\_\_

Signature of Requestor

\_\_\_\_\_

**This section to be completed by Public Records Request Coordinator**

Date Request Received: \_\_\_\_\_

Assigned Tracking Number: \_\_\_\_\_

Forwarded to: \_\_\_\_\_

Date Sent: \_\_\_\_\_