

**PUBLIC RECORDS POLICY**  
*for*  
**HAMILTON COUNTY, TENNESSEE, REGISTER'S OFFICE**

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The Hamilton County Register's Office hereby adopts the Hamilton County, Tennessee, General Government Public Records Policy, pursuant to Tenn. Code Ann. 10-7-503(g), to the extent that such Policy does not conflict with confidentiality requirements under applicable Federal and/or State law.

Detailed information regarding records available and the copy charges are posted at <http://register.hamiltontn.gov/OnlineRecordSearch/Home/Welcome.aspx>

In addition to the standard copy fees outlined in the Hamilton County General Government Policy, the Hamilton County Register's Office adopts the following fees for records:

<u>Type of Document</u>	<u>Fee Per Page</u>
Certified – 8 ½ x 11 or 8 ½ x 14	\$1.00
Certified – Plat	\$5.00
Electronic copies from computer sent via email	\$0.15
Electronic copies produced from microfilm	\$1.00

No records maintained by the Register's Office may be captured or extracted by electronic devices, such as cell phones, laptops, tablets, personal scanners, etc.

The Register's Office requires proof of Tennessee citizenship prior to granting fulfillment of an open records request. Such proof may be a valid State of Tennessee Driver's License, or other valid identification issued by local, state or federal government.

Records maintained by the Register's Office are open for inspection during normal business hours, from 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, at:

625 Georgia Avenue  
Room 400, Courthouse  
Chattanooga, Tennessee 37402.

The Designated Public Records Request Coordinator will be the Register of Deeds, Marc Gravitt. The designee within the Register's Office will be Amanda Smith, Chief Deputy or Cruze Riley, Assistant Chief Deputy.

Requests may be made by calling:

[423-209-6560](tel:423-209-6560)

Or by completing the Hamilton County Public Records Request Form, which is available online at:

<https://register.hamiltontn.gov/OnlineRecordSearch/Documents/PublicRecordsRequestForm.pdf>

The completed Hamilton County Public Records Request Form may be submitted by mail to:

Hamilton County Register of Deeds  
625 Georgia Ave, Room 400  
Chattanooga, TN 37402

by email to:

[register@hamiltontn.gov](mailto:register@hamiltontn.gov)

or, by fax to:

[423-209-6592](tel:423-209-6592)