

PUBLIC RECORD REQUEST
CARROLL COUNTY, TENNESSEE

FAX: 731-986-1930

sbradberry@carroll.tn.org

This office provides a public access to Carroll County criminal and civil records during normal business hours- 8am to 4pm. It is recommended to call for an appointment to make sure a computer is available during your request time. You may also visit the Tennessee Public Records System at <http://www.tncrtinfo.com>.

Certified copies may be requested for a fee of \$5 per certification and seal, plus \$0.50 per page, or \$0.50 per page for non-certified copies. Complete request (below), payment in full with cashiers check or money order. You may also call the Clerk's Office at 731-986-1929 to pay with a credit card or debit card. Your request will not be processed until paid in full.

Requestor's name and contact information: _____

Date: _____

Is the requestor a Tennessee citizen (please check one)? ___Yes ___No

Request (please check one below):

- ☐ Inspection
- ☐ Copy (see above for cost)

Delivery preference (please check one): ___On-site pick-up ___email ___FAX___

If requesting copies from a case, please include case number and defendant's name (see below) and record needed. If it is a record search entailing groups of names to be searched, please go to <http://www.tncrtinfo.com> or schedule a time to visit our office.

Please include delivery preference information.

Case #

Case #

Case #

Signature of Requestor and Date submitted: _____

Signature of Public Records Request Custodian and Date Received: _____

YOUR REQUEST IS DENIED ON THE FOLLOWING GROUNDS:

- Your request was not sufficiently detailed to enable identification of the specific requested record(s). You need to provide additional information to identify the requested record(s).
- No such record(s) exist or this office does not maintain record(s) responsive to your request.
- No proof of Tennessee citizenship was presented with your request.
- You are not a Tennessee citizen.
- You have not paid the estimated copying/production fees.
- The following state, federal, or other applicable law prohibits disclosure of the requested records.
- The office is not able to handle your request at this time.

IT IS NOT PRACTICABLE FOR THE RECORDS YOU REQUESTED TO BE MADE PROMPTLY AVAILABLE FOR INSPECTION AND/OR COPYING BECAUSE:

- It has not yet been determined that records responsive to your request exist; or
- The office is still in the process of retrieving, reviewing, and/or redacting the requested records.

If you have any additional questions regarding your record request, please contact Sarah Bradberry at sbradberry@carroll.tn.org.