

INSPECTION / DUPLICATION OF RECORDS REQUEST

Section A REQUEST FORM

The completed request (Section A) can be faxed to KGIS at the following number: **865-215-2910** or mail delivered to: **KGIS, 606 Main Street, Suite 150, Knoxville, TN 37902.**

1. Name of requestor:

(Print or Type; Initials required for copy requests)

2. Requestor's Contact Information (address of residence in Tennessee, phone number, email, etc.):

3. Form of Identification to be provided to KGIS:

___ Valid State of Tennessee Driver's License which includes Photo and requestor's address

___ Other: _____
(Photo ID issued by a government entity and which includes requestor's name and address as listed in Items #1 and #2 above)

4. Detailed Description of the Record(s) requested to be inspected / copied, including the relevant date(s) and subject matter:

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POLICY BOARD

Madeline Rogero, Mayor, City of Knoxville; **Mintha Roach**, President/CEO, KUB; **Tim Burchett**, Mayor, Knox County

5. Intended Use and Purpose for the Request (check all that apply):

Individual, non-business use

News gathering

Other _____

6. Request submitted to: _____
(Name of Governmental Entity, Office or Agency)

7. Signature of the Requestor: _____

8. Date: _____

If the request is for inspection only, then the submission of this request form is not required (under Tenn. Code Ann. § 10-7-503(a)). KGIS nevertheless encourages the submission of this form as a way to assist the KGIS records custodian, who will be collecting the same information at the time that the request is made.

Upon receipt of this completed Request Form (Section A), a KGIS custodian will evaluate the request, and will contact the requestor with further details in regards to the provision of the information.

It should be noted that for certain types of information requests, KGIS does require the requestor's signature on additional forms, and the presentation of valid Photo ID prior to receipt of the information.