



**Tennessee Bureau of Investigation**  
**Tennessee Criminal History Information Request**  
901 R.S. Gass Blvd, Nashville, TN, 37216  
TELEPHONE: (615) 744-4057 FAX: (615) 744-4651



**Memorandum**

The Tennessee Bureau of Investigation (TBI) is the central repository for criminal history information for the state of Tennessee. In addition to maintaining criminal history information, it is our responsibility to provide public access to this information when requested.

Criminal history information in the state of Tennessee is comprised of misdemeanor and felony arrests based solely on fingerprint submission by the arresting agencies. When you request criminal history information on an individual, your results will state whether the subject has or does not have a Tennessee criminal history record. If there is a record that **may be** for the individual searched, a copy of the criminal history record along with your request will be forwarded to you. The Open Records check is a "name based" check only. Please do not submit fingerprint cards or other additional documentation, as only the information contained on the application request will be used to process the Tennessee criminal history check.

**Please be aware that, unless a fingerprint comparison is performed, it is impossible for the Tennessee Bureau of Investigation to be sure the record belongs to the individual you requested. The information you receive will be based on only those records resulting from an arrest which occurred within the state of Tennessee.** The accuracy of the information you provide is critical as all searches are conducted based on the information provided. **A fingerprint comparison will only be performed as the result of an appeal based on the information received from an initial criminal history request.**

If no possible record is found, your request will be returned stating, **"The Tennessee Bureau of Investigation found NO Tennessee criminal history based on the information provided. No criminal record check was conducted for other states or for the Federal Bureau of Investigation."** The cost for criminal history information is **\$29.00 per request** and is non-refundable. Payment can be made with cash, money order, cashiers check, personal or business check or credit card. Please be aware that if payment is made with a personal or a business check, that the criminal record check will not be conducted until the funds have cleared the bank.

**Appealing the Results of a Criminal History Check**

If you requested a Tennessee criminal history information check on yourself or a check was requested for you and you wish to dispute the accuracy of the results, you may do so by contacting the Tennessee Open Records Information Services unit at 615-744-4057.

To appeal the results of a criminal history check you must provide a copy of your fingerprints for the Tennessee Bureau of Investigation to compare against those corresponding with the criminal record found. Submit a copy of your fingerprints along with a complete Tennessee Criminal History Information Request and a letter stating that you wish to dispute the findings of a criminal history information request conducted in your name. **You must include a cashiers check or postal money order for \$24.00.**

Once the comparison has been made the results will be forwarded to you stating that based on the comparison the criminal history is accurate or that the record has been found to be inaccurate. If the record is found to be inaccurate you will receive detailed guidelines on how to correct the inaccuracy. The Tennessee Open Records Information Services unit will also assist you in correcting any inaccuracies identified as the result of a fingerprint comparison.



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Before submitting this request review the **Memorandum** related to requesting criminal history information. Please print this form and mail it along with the required \$29.00 processing fee (Please see memo for payment methods) to: Tennessee Bureau of Investigation, 901 R. S. Gass Blvd., Nashville, Tennessee, 37216 or **FAX** to 615-744-4651

Date: \_\_\_\_\_ Criminal history information requested by: \_\_\_\_\_

Email Address: \_\_\_\_\_ (not required)

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Please supply a complete return address:**

Print full name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

**Please select preferred method for return of Background Check Results:** Mail: \_\_\_\_ FAX: \_\_\_\_ Email: \_\_\_\_

I am requesting a Tennessee criminal history record check on the following individual:

- Complete Name, Race, Sex and Date of Birth are all **(Required Information)**
- Social Security Number and Current Address are **(Optional)**. By providing a social security number and current address you will increase the accuracy of the name-based search.

<p><b>Name:</b> _____ (Last, First, Middle) (Required Information)</p> <p><b>Other Names Used:</b> _____</p> <p><b>Race:</b> _____ <b>Sex:</b> _____ <b>Date of Birth:</b> _____ <b>State of Birth:</b> _____</p> <p><b>Social Security Number:</b> _____</p> <p><b>Current Address (If Available): (Optional Information)</b></p> <p><b>Street:</b> _____</p> <p><b>City:</b> _____ <b>State:</b> _____ <b>Zip:</b> _____</p>
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**To Pay by Credit Card/Cashier's Check or Money Order:**

Please be sure to include the three (3) digit authorization code located on the back of your credit card.

<p><b>Card Type:</b> VISA ____ Master Card ____ Discover ____ Cashier's Check ____ Money Order ____</p> <p><b>Complete Name (as it appears on the card):</b> _____</p> <p><b>Credit Card Number:</b> _____ <b>Code:</b> _____</p> <p><b>Expiration Date:</b> _____</p> <p><b>Current Address of card holder:</b></p> <p><b>Street:</b> _____</p> <p><b>City:</b> _____</p> <p><b>State:</b> _____ <b>Zip:</b> _____</p> <p><b>Total Amount to be Billed: \$</b> _____ <b>Authorized Signature:</b> _____</p>
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