



Knoxville Police Department Open Records Request Form



Physical Address:

1650 Huron Street, Knoxville, TN 37917 : (865) 215-7000

Requests are completed in the order in which they are received. Please allow 7 business days from date request is submitted for request to be completed. Notification will be made confirming availability and associated fees.

Requests can be submitted to KPD Records Unit Offices or faxed to 865-215-7344.

Mailed requests should be sent to:

**Knoxville Police Department
1617 Saint Mary St, Knoxville, TN 37917
Attn: Samantha McClain**

A Tennessee, government issued photo ID is required. It must include requestor's Tennessee address.

Agency/Business: _____ **Date:** _____

Contact Person: _____

Phone#: _____

Email Address: _____

***Required Fields (Requests must contain this information.
Forms without this information may be returned.)**

***Officer's Name (if known):** _____

***Date & Time of Incident:** _____

***Type of Incident (i.e. DUI, Accident):** _____

***Citation/ Warrant/Case Number (if known):** _____

***Involved Party's Name:** _____

***Is the person involved a Juvenile? YES NO**

Incident Details (i.e. Location, Description of Vehicle):