

University of Tennessee Police Department  
1101 Cumberland Avenue  
Knoxville, Tennessee 37996  
Records (865) 974-1313

Records Request Form

**Instructions:**

1. Please complete the form below. If you have any questions, contact the records department at (865) 974-1313. Include the case/incident number. Please fill this form out with as much detail of the incident that you can.
2. This form can be brought in, faxed, mailed, or completed in our lobby.

Mailing Address: 1101 Cumberland Ave  
Knoxville, Tennessee 37996  
Fax Number: (865) 974-1081

Reports will be released by picking them up at our department Monday thru Friday on regularly scheduled business days, 8:30 am to 4:30 pm. Reports will only be available after the proper fees have been received. A fee schedule for records may be located at <http://utpolice.utk.edu/services/police-records/> and exact change will be required. Records not approved by a supervisor will not be released. Complete records on active investigations will not be released. Records identifying juveniles are restricted from release by law. Requested CD/DVD media may take longer than seven days to produce.

Case/ Incident Number \_\_\_\_\_ Date of Request \_\_\_\_\_ Time \_\_\_\_\_

Name of Requesting Party \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Party Listed in Report (If different than Requesting Party) \_\_\_\_\_

Name of Agency (If Applicable) \_\_\_\_\_

Type of Report      Accident Report      Loss/ Theft      Other (Specify) \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Involvement      Victim      Suspect      District Attorney  
                         Owner      Lawyer      Insurance Company  
                         Parent of Juvenile      Other Law Enforcement Agency  
                         Other (Specify) \_\_\_\_\_

**Department Use Only**

Received By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Released By      Mail      Pick-Up      Fax      Release Date \_\_\_\_\_ Fee \_\_\_\_\_