

**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



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)

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:

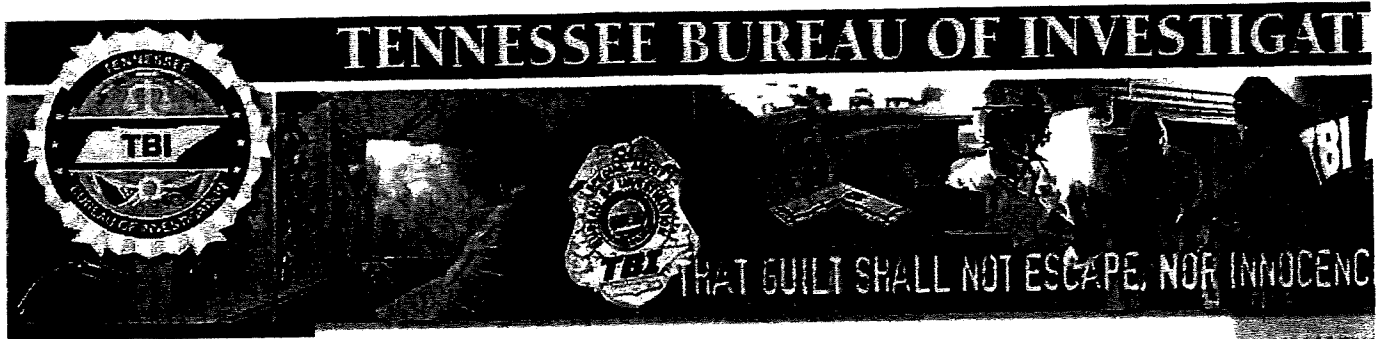
- Complete Name, Race, Sex and Date of Birth are all **(Required Information)**
- Social Security Number and Current Address are **(Optional)**. By providing a social security number and current address you will increase the accuracy of the name-based search.

<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>
---

**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 <input type="radio"/> Master Card <input type="radio"/> Discover <input type="radio"/> Cashier's Check <input type="radio"/> Money Order <input checked="" type="radio"/></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>
---



- Background Checks
- Application
- FAQ's
- News Stories
- Appeals



## Criminal History Check FAQ's

### **QUICK**

What does a TBI check reveal?

When did the s

What informati run a backgrou someone?

What if I don't I information list application?

What happens has a clean rec

If a person has but not convict show up on the

What should I c check on myse charges that st expunged?

Why does this

### What does a TBI background check reveal?

The TBI Background Check will reveal whether the person in question has ever been arrested in the state, provided that the information you have submitted is correct. This would include any misdemeanor or felony charges.

### When did the service begin?

The TBI began offering background checks to the public in June of last year, following the passage of new legislation that made it legal for the TBI release criminal information in its database.

### What information is needed to run a background check on someone?

The TBI asks that you provide a name, race, sex, date of birth, social security number and current address on the person you are seeking information on.

### What if I don't have all of the information listed on the application?

The TBI can process requests without complete information however the level of accuracy diminishes without a date of birth and/or a social security number. Common names are the most difficult to search because there may be several people in our files, making it difficult to ensure that we have the right person.

### What happens if the person has a clean record?

If the person you are seeking information on has no criminal charges in his or her record, the TBI will send back a letter reflecting that.

### If a person has been arrested but not convicted... would it show up on their record?

All arrests should be revealed during our search, with the exception of those charges that have been legally expunged by a judge.

### What should I do if I run a check on myself and find charges that should have been expunged?

If an expunged charge shows up in the TBI's criminal database, it could mean that the proper documentation has not been provided to us by the courts. Appeals can be filed with the TBI. To find out more about the appeals process, [click here](#).

### Why is there a fee associated with the checks?

The TBI was forced to launch a new unit to process background checks for the general public. A portion of the \$29 fee is used to cover salaries and other administrative costs. Any money earned above and beyond that will be used to offset budget cuts sustained by the Bureau over the past two years.

.....



Tennessee Bureau of  
Investigation  
901 R.S. Gass Blvd.  
Nashville, TN 37216