



Request for TBI to Update Arrest Information

INSTRUCTIONS

COURT CLERK OR DISTRICT ATTORNEY:

To add charges to a defendant's record, complete this form and submit to the arresting agency. Choose from the following:

The defendant was never fingerprinted and there is no record of the arrest at TBI.

Charges are being added to the original arrest on the fingerprint card.

The charges associated with the arrest have been dismissed and new charges have been filed which supersede the charges from the original arrest (superseding indictment).

ARRESTING AGENCY:

Make the additions/corrections/updates to your records and then submit an addition/correction/update request on your letterhead to the TBI Data Quality Unit. The request can be faxed (615-744-4653) or emailed (TBI.DataQuality@tbi.tn.gov).

REQUESTER INFORMATION

| | |
|-------------------------------|--|
| Court: | |
| Contact name, phone, & email: | |
| Date: | |

ARREST INFORMATION

| | | | |
|-----------------------|--|-------------------------|--|
| Name: | | | |
| State Control Number: | | Social Security Number: | |
| Sex/Race: | | DOB: | |
| | | DOA: | |

Please add the following charges to the above arrest fingerprint card.

| CHARGE | FEL/MISD |
|--------|----------|
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The arresting agency should submit a request to add, correct, or update information to the TBI Data Quality Unit (TBI.DataQuality@tbi.tn.gov or fax to 615-744-4653). For questions regarding this form or if additional help is needed, please contact the Data Quality Unit.

