



**TENNESSEE BUREAU OF INVESTIGATION  
TENNESSEE FUSION CENTER  
SEX OFFENDER REGISTRY  
STANDARD OPERATING PROCEDURES**



## Requests for TBI Certified Copies of SOR Records

**PURPOSE:** The purpose of this procedure is to establish statewide guidelines for issuing a request to the Tennessee Bureau of Investigation (TBI) Sex Offender Registry Unit (SORU) for a certified copy of a registered sex offender file. Certified copies of offender files are used to assist district attorneys general, state and local law enforcement agencies, the Tennessee Department of Correction Community Supervision (TDOC-CS), or criminal justice agencies of other jurisdictions in the prosecution of offender violations of Sex Offender Registry (SOR) laws.

Procedures for prosecutors, law enforcement, TDOC-CS, and other criminal justice agencies to obtain certified copies of records of sexual/violent sexual offenders:

- a) A certified copy of an offender's record can be obtained in the following ways:
  - i. Requested through the TBI SOR database (preferred method). A requestor shall log into SOR and click the "Request Certified Record" button. Applicable information fields must be filled in, and a government email address must be included in either the "response email" or "comments" field. At a minimum, the requestor shall provide the offender's name and TOMIS/SOID to identify the requested record. The requestor must click "Add Record" before continuing to finalize the request. The certified record will be sent via email.
  - ii. Requested via email to [TBISORMGR@tn.gov](mailto:TBISORMGR@tn.gov). This method is for individuals and agencies who do not have access to the TBI SOR database but who are authorized to receive certified records without a subpoena. The email request must be sent from an official or government email address. Information to be included with the request includes requestor's name, title, and agency, as well as the offender's name and TOMIS/SOID of the record requested. The certified record will be sent to the official email address used to submit the request unless another official email address is given for delivery.
  - iii. Requested by telephone in emergency situations by calling the SOR Hotline 1-888-837-4170 and speaking to the Supervisor of the SORU (Joe Craig) or Lead Analyst (Karrie Stanfill). Explanation should be given as to the need for the records certification to be expedited.



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- iv. Prosecutors, law enforcement, TDOC-CS, and other criminal justice agencies ***do not need to issue a subpoena*** for certified copies of SOR records.
  - v. Certified copies of sex offender records shall be in digital format and sent electronically to the requestor.
- b) Due to the large volume of requests for certified copies from agencies statewide, at least thirty (30) days notice is preferred for requests on certified copies. Certified copies will be completed and returned to the requestor as soon as possible.
- c) Certified copies can be requested by representatives of any district attorney general's office, law enforcement agency, Tennessee Department of Correction Community Supervision (TDOC-CS), or law enforcement from other jurisdictions.
- d) Requests from any other parties not listed in (c) above, must be in the form of a subpoena. This includes requests from public defenders, defense attorneys, or the offenders themselves. Subpoenas shall be issued to "The Keeper of Records of the Tennessee Sex Offender Registry" and shall be served on the supervisor of the SORU (Joe Craig). The subpoena shall be for "the production of documents" and shall list the documents needed. The subpoena shall also be accompanied by the name, telephone contact information, and e-mail address of the requestor. The e-mail address must be a business-type e-mail address. Certified copies of sex offender files shall not be transmitted to public domain e-mail accounts such as hotmail, gmail, yahoo, etc.
- e) Subpoenas are accepted by fax (615-744-4655), with a cover sheet to the attention of Joe Craig, or they may be mailed to:
- ASAC Joe Craig  
Criminal Intelligence Unit  
Tennessee Bureau of Investigation  
901 R.S. Gass Blvd.  
Nashville, TN 37216-2639
- f) Questions regarding certified records of SOR files or subpoenas to the SORU should be directed to the SOR Hotline: 1-888-837-4170.