



**PHIL BREDESEN**  
Governor

**TENNESSEE BUREAU OF INVESTIGATION**

901 R.S. Gass Boulevard  
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**MARK GWYN**  
Director

**Memorandum**

To: Tennessee District Attorneys General Conference

Date: December 22, 2008

From: Jason Locke, Assistant Special Agent in Charge  
Criminal Intelligence Unit / Sex Offender Registry

RE: **Certified Copies of Sex Offender Records and Subpoena Requests**

Tennessee Code Annotated 40-39-208(g) and (h), which is a portion of the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004, directs the method for providing certified copies of records from the Tennessee Sex Offender Registry (SOR) for prosecutions of violations of the Act and states the following:

**40-39-208. Violations -- Penalty -- Venue -- Providing records for prosecution.**

(g) In a prosecution for a violation of this section, upon the request of a district attorney general, law enforcement agency, the board of probation and parole, or its officers, or a court of competent jurisdiction, and for any lawful purpose permitted by this part, the records custodian of SOR shall provide the requesting agency with certified copies of specified records being maintained in the registry.

(h) The records custodian providing copies of records to a requesting agency, pursuant to subsection (g), shall attach the following certification:

IN THE MATTER OF:

I, \_\_\_\_\_, having been appointed by the Director of the Tennessee Bureau of Investigation as custodian of the Bureau’s Centralized Records System of Sexual and Violent Sexual Offenders, Registration, Verification, and Tracking Information (SOR), hereby certify that this is a true and correct copy of the records maintained within said registry.

Providing a certified copy of an offender’s file should satisfy all subpoenas for prosecutions of violations of this Act, therefore a personal appearance by a TBI analyst from the Sex Offender Registry Unit is not required. If extraordinary circumstances exist, which require the testimony of a TBI analyst, feel free to contact me at 615-744-4388, so that an analyst may be assigned to your case. Please allow sufficient time for the analyst to research the file and make necessary travel accommodations.

Certified copy requests may be made through the SOR online or by letter or subpoena. All subpoenas should be issued to:

“The Keeper of Records for the Tennessee Sex Offender Registry”

Tennessee Bureau of Investigation  
901 R.S. Gass Blvd.  
Nashville, TN 37216-2639



These requests may be faxed directly to 615-744-4655 to my attention. Should you need further assistance, please do not hesitate to call the Tennessee Sex Offender Registry Hotline at 1-888-837-4170.

JTL: jl

Cc: Jeff Puckett, Deputy Director, TBI  
Jerri Powell, Special Agent in Charge, TBI  
Tennessee Sex Offender Registering Agencies Group E-mail Distribution

