



Cordelia Fire Protection District

Keith Martin
Fire Chief

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WRITTEN REQUEST FOR NFIRS RECORDS

Name (please print)

Date of Request

Address

Cell Number

City State Zip

Daytime Phone Number

I am requesting a copy of the following document at a cost of \$ 10.00 each report:

To assist the Fire Department in locating the documents please provide the following information:

Date of Incident: _____

Location of Incident: _____

Time of Incident: _____

Please be advised that all confidential (non-public) information will be removed from the document(s). The requested documents will be supplied within 4 business days from date received.

I ACKNOWLEDGE BY MY SIGNATURE THAT THE RECORDS SOUGHT BY THIS REQUEST WILL NOT BE USED FOR A MAILING LIST OR TELEPHONE LIST.

Signature of Person Requesting Information

INTERNAL USE ONLY

Signature of receiving employee: _____

Print name of receiving employee: _____

Date Received: _____ Request Filled on: _____

Payment Amount Received: _____ Number of Pages: _____