## Sonoma County Fire District

Logo, company name

Description automatically generated

## Public Records Request Form

Public records are provided in accordance with the California Public Records Act (Statutes of 1968, Chapter 1473; currently codified as California Government Code §§ 6250 through 6276.48[1]

**8200 Old Redwood Highway,**

**Windsor, CA 95492**

**Phone: 707-838-1170 Fax: 707-838-1173**

Date of Request: Click or tap here to enter text. Requestor Name:Click or tap here to enter text.

**NOTE: Same Day Service Not Available for all Records**

Address: Click or tap here to enter text.

City/State/Zip: Click or tap here to enter text. Telephone: Click or tap here to enter text.

Records Requested: Incident Report

Property Records

**(Viewable only onsite)**

Other (Specify):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Investigation Report

Patient Care Report (PCR's)

Date of Incident: Click or tap here to enter text. Time of Incident: Click or tap here to enter text.

Incident Number: Click or tap here to enter text. Incident Location: Click or tap here to enter text.

Other Identifying information or details (be specific): Click or tap here to enter text.

Click or tap here to enter text.

Method of Delivery: (please check the requested method of delivery)

|  |
| --- |
| I would like to **inspect** the records. Please advise me when the records are available for inspection at the SCFD administration office. |
| I would like to **pick-up** copies of the records from the SCFD administration office. Please advise me when the records are ready. I understand that I may be required to pay any applicable fees before  the District will release the copies to me. |
| Please **mail** the records to the address listed above. I understand that I may be required to pay any applicable fees before the District will send the records. |
| Please **email** me the records. I understand that not all records are available via email. |

Completed By:

Comments:

**For SCFD Use Only**

Date Completed:

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Attention Requester:

On the attached Request for Records Form, fill out each line as applicable. In order for your request to be processed, please specifically identify the information you are attempting to obtain.

The following information must be supplied:

Date of your request

Name, address, contact phone number, and email Incident number

Location of the Incident

Any other identifying information (i.e. requests for all calls to a particular location)

Enclose payment if applicable

Once your request has been processed, the records will be provided by the method of delivery marked on the form.

If you do not have all of the above information, please fill out the form to the best of your ability. You may drop off your request to the Sonoma County Fire District Administration building at 8200 Old Redwood Highway, between the hours of 8:00am to 5:00pm, Monday through Friday. You may also fax the form to the Custodian of Records at (707)838-1170 or mail it to:

Sonoma County Fire District

8200 Old Redwood Highway

Windsor, CA 95492

ATTN: Custodian of Records

Hours of Pickup are Monday- Friday 8:00am to 5:00pm.