



Schell Vista Fire Protection District Public Records

Request Form

22950 Broadway, Sonoma CA 95476

Phone: 707-938-2633

rmulas@schellvistafire.org

NOTE: Same Day Service Not Available for all Records

Date of Request: _____

Requestor Name: _____ Email Address: _____

Address: _____

City/State/Zip: _____ Telephone: _____

Records Requested: Incident Report* Fire Investigation Report*

Other (Specify): _____

*A fee of \$30.00 per report and 50 cents per page for color photos will apply.

Date of Incident: _____ Incident Number: _____

Time of Incident: _____ Incident Location: _____

Other Identifying information or details (be specific): _____

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

I would like to **pick-up** copies of the records from the SVFPD administration office. Please notify me when the records are ready. I understand that I will 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 will be required to pay any applicable fees before the District will release the copies to me.

Please **email** me the records. I understand that not all records are available via email. I understand that I will be required to pay any applicable fees before the District will release the copies to me.

For SVFPD Use Only

Date Completed: _____ Completed By: _____

Comments: _____



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Attention Requestor:

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. Under the Public Records Act, SVFPD has ten (10) days to respond to a records request.

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 Schell Vista Fire Protection District 22950 Broadway Sonoma, CA 95476 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. You may also email your request to at rmulas@schellvistafire.org:

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