



ADAMS COUNTY FIRE RESCUE

8055 N. Washington St.
Denver, CO 80229
(303)539-6862 / Fax: (303)287-1687

RECORDS REQUEST

NOTICE: The Board of Directors of the Adams County Fire Protection District has adopted the attached *Policy for Requests for Public Records and Assessing Charges for the Production of Public Records*. This application, and all issues related to an open records request, including the scope, timing and costs of document production, shall comply with the attached *Policy* and the Colorado Public (Open) Records Act, C.R.S. §24-72-201, et seq.

Requesting Party's Full Name

Date of Request

Email Address

Telephone Number

Mailing Address

City, State, Zip

Incident Location

Incident Date

PUBLIC RECORDS REQUESTED

<input type="checkbox"/> Billing	<input type="checkbox"/> EMS	<input type="checkbox"/> Non-Building Fire
<input type="checkbox"/> Building Inspection	<input type="checkbox"/> HAZ-MAT Incident	<input type="checkbox"/> Photographs
<input type="checkbox"/> Complaints	<input type="checkbox"/> Investigative Report (O & C)	<input type="checkbox"/> Run Report (NIFRS)
<input type="checkbox"/> Other (specify) _____		

Requesting Party's Status: Owner Victim Patient Agent
 Other (specify) _____

Request: In-Person Electronic Number of Copies: _____

You must pay all copying fees and administrative costs before the public records will be released. If the administrative costs will exceed \$50.00, you must deposit the total projected administrative costs before the District will begin work. Administration fee of \$30.00 per hour may apply if administration research goes beyond one hour. **(REQUESTS NOT PICKED UP WITHIN TWO WEEKS WILL BE DESTROYED)**

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

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Alarm Time/Date: _____ Incident: _____ Station: _____ Investigator: _____
 Received by: _____ Date: _____ Provided by: _____ Date: _____
 Total No. of Pages: _____ x .25 = \$ _____ CASH / Check # _____ Credit Card: _____
 Destroyed by: _____ Date: _____ Comments: _____