



ADAMS COUNTY FIRE RESCUE

8055 N. Washington St.

Denver, CO 80229

(720)826-2679 / Email: fireprevention@acfpd.org

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

- Fire Inspection Reports
 Fire Code Related Complaints
 Fire Investigation Origin & Cause Report
 Fire Investigation Pictures
 Hazardous Materials Storage and Permit Records
 Fire Incident Report (NFIRS)
 Hazardous Materials involved Incident Report (NFIRS)
 Other _____

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

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 \$33.58 per hour may apply if administration research goes beyond one hour. If paying with a credit card, a 2% fee will be assessed.

(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 # of Pages: _____ x .25 = \$ _____ CASH / Check # _____ Credit Card: _____

Destroyed by: _____ Date: _____ Comments: _____