



Sonoma County Fire District 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: _____

NOTE: Same Day Service Not Available for all Records

Requestor Name: _____

Address: _____

City/State/Zip: _____ Telephone: _____

Records Requested:

<input type="checkbox"/> Incident Report	<input type="checkbox"/> Fire Investigation Report
<input type="checkbox"/> Property Records (Viewable only onsite)	<input type="checkbox"/> Patient Care Report (PCR's)
<input type="checkbox"/> Other (Specify): _____	

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)

<input type="checkbox"/>	I would like to inspect the records. Please advise me when the records are available for inspection at the SCFD administration office.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Please email me the records. I understand that not all records are available via email.

For SCFD Use Only

Date Completed: _____ Completed By: _____

Comments:



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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.