



CITY OF MADISON FIRE DEPARTMENT

Steven A. Davis, Fire Chief

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Fire Administration Fax: 608-267-1100 ♦ Fire Investigation Fax: 608-267-6960

*** RECORDS RELEASE REQUEST ***

In order to more efficiently process your records release request, we ask that you complete this form. This request shall be answered as soon as practicable.

Records are billed at \$.25 per page plus postage, if applicable.

TO: City of Madison Fire Department, Attn: Records
325 W. Johnson St., Madison, WI 53703

FROM: _____
Company _____
Name _____
Address _____
City, State ZIP _____
Phone Number _____

SEND TO: _____
Company _____
Name _____
Address _____
City, State ZIP _____
Phone Number (FAX) or E-mail address _____

Please send request via: U.S. Mail FAX Pick-up E-mail

Request is being made for a copy of the following Madison Fire Department record(s):

Date of Incident	Incident Number	Claim No. (if applicable)	Address of Incident
_____	_____	_____	_____
_____	_____	_____	_____

Other Records: (Please provide a brief description of the records sought): _____

Date: _____ Signature: _____

~ INTERNAL USE ONLY ~

Assigned To: _____

- Open case file**
 - Pending criminal prosecution
 - Active investigation
 - Sensitive nature of investigation
 - Juvenile record
 - Not complete
 - Other

- Closed case file**
 - Send original version
 - Send redacted version

Notes: _____

