



CITY OF MADISON FIRE DEPARTMENT

Steven A. Davis, Fire Chief

314 W. Dayton St., Madison, WI 53703-2506 ♦ Phone: 608-266-4420 ♦ www.madisonfire.org
Fire Administration Fax: 608-267-1100

*** 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/ \ UbX]b[, if applicable.

TO: City of Madison Fire Department, Attn: Records
314 W. Dayton 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
- Personal/medical information
- Juvenile information
- Safe guard - informant
- Other

Notes: _____