



City of Madison Fire Department

314 W. Dayton St., Madison, WI 53703-2506

Phone: 608-266-4420 • Fax: 608-267-1100 • E-mail: fire@cityofmadison.com



*** RECORDS RELEASE REQUEST ***

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

Records are billed at \$0.02/side (B&W), \$0.07/side (color), plus postage, if applicable. Additional charges may apply for USB drives and/or location fees. There is no charge for emailed records.

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

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: _____

~ FOR 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
 - Safeguard informant
 - Other

Notes: _____