



Public Records Request Form

REQUESTOR'S INFORMATION *(The person completing and submitting this form.)*

First Name _____ Last Name _____

Company _____

Mailing Address _____
Street City State Zip

Phone # _____ E-mail _____

RECORDS INFORMATION *Please identify/describe the records you are requesting. Please be as specific as possible. This will assist us better in locating the requested records.*

INCIDENT INFORMATION

Date of incident or provide a range of dates to search if applicable _____

Where did the incident occur? Please provide a physical location. If you do not have the exact address, please provide the cross streets, description of location, and/or name of business below.

Incident Address _____
Street City State Zip

Additional information (i.e. cross streets, description of location, name of business, etc.)

SUBMISSION

I am submitting this request on behalf of: Myself Someone else _____

If you are submitting a request for medical records for yourself or on behalf of another person you must include a HIPAA Medical Release Form signed by yourself or the patient. If the patient is deceased, you must include a Declaration of Requestor's Identity Form along with a copy of your State issued ID with your request. Links to both forms can be found on the Public Records Request page on our website. Alternatively, you can request the forms by email at publicrecordsrequest@pugetsoundfire.org.

Signature of Requestor _____ Date Submitted _____

How you can submit this request form and other required documentation to Puget Sound Fire	
By E-mail	publicrecordsrequests@pugetsoundfire.org
By Fax	(253) 856-6301
By mail	400 W. Gowe St.; Suite 414; Kent, WA 98032. (Or call in advance to arrange a drop-off.)

If you would like assistance with the form, call (253) 856-4410 or email publicrecordsrequests@pugetsoundfire.org to schedule an appointment with the Public Records Officer. Appointments are available Monday-Friday, 8:00 am-4:00 pm excluding holidays.

Public Records Officer

400 W Gowe Street, Suite 414, Kent, Washington 98032

Request line: 253.856.4410 • Direct: 253.856.4487 • Fax: 253.856.6301 • pugetsoundfire.org

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