PUGET SOUND REGIONAL FIRE AUTHORITY
INTERNATIONALLY ACCREDITED FIRE AGENCY

Professionally and compassionately helping people.

PUBLIC RECORDS REQUEST FORM

REQUESTER'S INFORMATION

(The person completing and submitting this form.)

Requester's Name: _____

Company: _____

Mailing Address (Address, City, State, Zip Code): _____

Telephone: _____ Email: _____

RECORDS INFORMATION

(Please identify/describe the records you are requesting. Please be as specific as possible. This will assist us in locating the requested records.)

_____

_____

_____

INCIDENT INFORMATION

Date of Incident: _____ Range of Dates: _____

Incident Location (Address, City, State, Zip Code): _____

Any additional information (*i.e.*, incident report no., cross streets, description of location, name of business, *etc.*)

_____

_____

_____

I am submitting this request on behalf of:

☐ Myself

☐ Someone else:

Name: _____

Company: _____

Mailing Address (Address, City, State, Zip Code): _____

Telephone: _____ Email: _____

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, with your request you must include a Declaration of Requester's Identity Form along with a copy of your state-issued identification. There are links to both forms on Puget Sound Fire's Public Records Request webpage. Alternatively, you can request the forms by email at publicrecordsrequests@pugetsoundfire.org.

Signature of Requester: _____ Date: _____

Printed Name: _____

How you can submit this Public Records Request form and other required documentation to Puget Sound Fire.	
Email:	publicrecordsrequests@pugetsoundfire.org
Facsimile:	(253) 856-6399
Mailing Address:	Puget Sound Regional Fire Authority, Attn.: Public Records Officer 20811 84th Avenue South, Suite 112, Kent, WA 98032

If you would like assistance with this form, please call (253) 856-4410, or email publicrecordsrequests@pugetsoundfire.org to schedule an appointment with the Public Records Officer.