



HILLSBORO FIRE & RESCUE

240 S 1st AVE
HILLSBORO, OR 97123-3973
(503)681-6166 FAX (503)681-6208



RECORDS REQUEST FORM

Public Records Requests take a **minimum** of seventy-two (72) hours and may take several weeks dependent upon the record requested.

All Hillsboro Fire & Rescue Public Records Requests must be submitted in writing, using this form, which is to be filled out **in its entirety**. Payment of fees must be received with this form or the request will not be processed. If the record is deemed not releasable, all fees will be returned.

REQUESTOR INFORMATION

DATE: _____ REQUESTOR'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

REASON FOR REQUEST: _____

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes.

SIGNATURE OF REQUESTOR: _____ DATE: _____

INFORMATION REQUESTED

INCIDENT DATE: _____ INCIDENT TIME: _____

INCIDENT/INSPECTION ADDRESS(S)-MUST LIST ALL. MAY USE BACK OF PAGE, IF NEEDED: _____

NOTE: UNDER OREGON PUBLIC RECORDS LAW, CASES STILL UNDER INVESTIGATION ARE NOT RELEASABLE.

- INSPECTION REPORT (MOST RECENT ONLY) \$10.00
- EMS REPORT (SUBPOENA REQUIRED) \$10.00
- FIRE REPORT \$10.00
- PHOTOS (CD) \$10.00
- UST (UNDERGROUND STORAGE TANK)/AST (ABOVE GROUND STORAGE TANK)/ HAZ-MAT OR OTHER (Contact Fire Prevention staff - 503-615-6746)

- If the record is deemed not releasable, all fees will be returned -

The cost is based on one report, per address, for the basic reports listed above. For all other requests contact the Fire Prevention staff for a quote, the time will be billed at the rate of \$36 per hour after the first half hour.

<p>For HF&R use only: Paid: \$ _____ Check # _____ <input type="checkbox"/> No Records Found <input type="checkbox"/> Records Enclosed <input type="checkbox"/> CD Enclosed <input type="checkbox"/> Released Date: _____ Time: _____ By: _____</p>
