



FIRE DEPARTMENT – REQUEST FOR RECORDS

This form is to be utilized to request copies or review documents in the possession of The City of Fountain, subject to the provisions and restrictions of the Open Record Act (C.R.S. Article 72). Copies are subject to applicable charges. Total charges may vary for records that require extensive preparation, retrieval or research efforts involving staff time of 30 minutes or more. Where total charges are in excess of \$10, prepayment is required. Cost estimates shall be provided to the customer prior to providing the services requested and payment shall be rendered prior to the commencement of work.

Owner information (PRINT)

Name: _____ DOB: _____ SSN: XXX-XX-_____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Request to send records to?

Name: _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

What would you like released? Check all that apply

- Initial Fire Investigation Report (approx. 2 weeks)
- Origin & Cause Fire Investigation Report (Investigation Completed)
- Fire Investigation Photographs Digital (additional fee, pick-up only) PDF (two photos per page)
- NFIRS Fire Report

Date of Incident/Service: _____ to _____

Address of Incident/Service: _____

City: _____ State: _____ Zip: _____

Purpose of Disclosure:

- Personal Use Litigation/Legal Insurance

Delivery Method:

- Email Fax Pick-up (City of Fountain, City Hall) Postage (additional fee may apply)

For Office Use Only:

Approved Denied If denied, reason (if applicable): _____

Processed by: _____ Date: _____

C.R.S. 24-72-305.5 Access to records – denial by custodial – use of records to obtain information for solicitation
Records of official actions and criminal justice records and the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. The official custodian shall deny any person access to records of official actions and criminal justice records unless such person signs a statement which affirms that such records shall not be used for the direct solicitation of business for pecuniary gain.

Fire Investigation Reports, Classification of Fire Cause:

Accidental Fire Cause Classification. Accidental fires involve all those for which the proven cause does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.

Natural Fire Cause Classification. Natural fire causes involve fires causes without human intervention or action, such as fires resulting from lightning, earthquake, wind, and flood.

Incendiary Fire Cause Classification. An incendiary fire is a fire that is deliberately set with the intent to cause a fire to occur in an area where the fire should not be.

Undetermined Fire Cause. Whenever the cause cannot be proven to an acceptable level of certainty, the proper classification is undetermined.

Potential Reasons for Application Denial of release:

- a. The fire investigation is still ongoing, case may still be active, and/or the case was criminal. If case is criminal the applicant may request a release or records from the appropriate law enforcement agency where the incident occurred.
- b. The fire incident was located in another fire jurisdiction, the applicant will need to contact the appropriate fire jurisdiction. The fire investigator will submit all reports and photos to the appropriate fire jurisdiction.
- c. In some circumstances only a NFIRS Fire Report will be available. Fire crews on scene were able to determine origin and cause and did not have to request a Fire Investigator to the scene.

Applicant's Signature:

I hereby authorize the City of Fountain, Fire Department and its affiliates to release or disclose to the person(s) or organization listed above, all records for the fire incident. This authorization is valid for 12 months from the date of signature. I understand that I may cancel this request with written notification but that it will not affect any information released prior to notification cancellation. I understand that the information used or disclosed may be subject to re-disclosure by the recipient listed above and will no longer be protected by federal regulations.

Applicant's Signature: _____ Date: _____

Relationship to Property Owner: _____

For Official Use Only:

Summary of description of documents provided/reviewed: _____

Estimate or Actual Costs:

Copies: _____ pages x \$.25 per page = \$ _____	Estimate approved by Requestor: _____
Research Time: _____ hrs/min x \$25.00 = \$ _____	Date: _____
Miscellaneous charges = \$ _____	
(No charge for fire ½ hours) Total = \$ _____	
Prepayment Required?: Y N	Payment Received: Date: _____ Amount: _____