

FIRE INVESTIGATION REPORT REQUEST



San Bernardino County Fire Department
Community Safety Division
620 South 'E' Street, San Bernardino, CA 92415
(909) 386-8400 Phone • (909) 386-8460 Fax
EMAIL REQUESTS TO: investigationreports@sbcfire.org



REQUESTOR INFORMATION

DATE OF REQUEST	REPORT TO BE: PICKED UP <input type="checkbox"/> MAILED <input type="checkbox"/>			
NAME	TITLE <i>(If individual, leave blank)</i>		COMPANY or AGENCY <i>(If individual, leave blank)</i>	
MAILING ADDRESS		CITY/COMMUNITY	STATE	ZIP CODE
PHONE	FAX	EMAIL ADDRESS		

INCIDENT INFORMATION

(Please include as much information as possible)

**DATE OF FIRE	TYPE OF FIRE <small>(Structure, vehicle, vegetation, etc.)</small>	LOCATION OF FIRE
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ADDITIONAL COMMENTS/INFORMATION
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Please remit a non-refundable fee of \$75.00 for each Fire Investigation Report requested.

(Reports will not be released until fee is paid)

Payment may be made via credit card, check or money order (made payable to "SBCFPD") or cash.

(PLEASE NOTE: CREDIT CARD PAYMENTS CAN BE PROCESSED OVER THE PHONE. A 2.29% CONVENIENCE FEE IS APPLIED FOR ALL CREDIT CARD TRANSACTIONS)

Fire Investigation Reports (FIRs) will become available after a minimum of three weeks following the closure of an investigation unless otherwise approved by the Investigations Supervisor.

In the event that a case has been closed but has been referred for prosecution or other formal enforcement action, FIRs cannot be released unless the case has been fully adjudicated, including appeals. **EXCEPTION:** A FIR shall be released upon proper service of a Subpoena Duces Tecum or other bonafide court order.

The FIR will include the written document (hard copy of the report) with any associated photographs in a Flash Drive format. Please note that ALL confidential information will be redacted or otherwise removed prior to issuance of an FIR.

OFFICE USE ONLY

DATE OF RECEIPT	RECEIVED BY	CHECK/MONEY ORDER NUMBER	RECEIPT NUMBER
DATE PROCESSED/DISTRIBUTED	ADDITIONAL NOTES/COMMENTS		