

# FIRE INVESTIGATION REPORT REQUEST



**San Bernardino County Fire Department**  
**Fire Investigation Unit**  
**598 S. Tippecanoe Ave., San Bernardino, CA 92415-0153**  
**(909) 387-5723 Phone • (909) 386-8460 Fax**  
**EMAIL REQUESTS TO: [investigationreports@sbcfire.org](mailto:investigationreports@sbcfire.org)**



## REQUESTOR INFORMATION

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

## INCIDENT INFORMATION

(Please include as much information as possible)

<b>**DATE OF FIRE</b>	<b>TYPE OF FIRE (Structure, vehicle, vegetation, etc.)</b>	<b>LOCATION OF FIRE (Address)</b>
<b>RELATION TO INCIDENT</b>		
Victim	Authorized Representative	Insurance Company

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

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.

\*\*\*To process your request, a valid driver's license or government-issued identification and/or authorization letter must be provided. If neither you nor your client are listed as a victim, we may require additional information\*\*\*

## OFFICE USE ONLY

<b>DATE RECEIVED</b>	<b>RECEIVED BY</b>	<b>DATE PAID</b>	<b>RECORD ID NUMBER</b>
<b>INCIDENT NUMBER</b>	<b>INVESTIGATOR NAME</b>		
<b>DATE PROCESSED</b>	<b>ADDITIONAL NOTES/COMMENTS</b>		