



**CITY OF SUNNYSIDE  
FIRE DEPARTMENT  
REQUEST FOR PUBLIC RECORD**

I, \_\_\_\_\_ from agency/organization name: \_\_\_\_\_

representing: \_\_\_\_\_, request a copy of the following documents:

\_\_\_ **Fire Incident Report**

\_\_\_ **Fire Inspection Report**

Reason for request: \_\_\_\_\_

Incident Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Incident location: \_\_\_\_\_

Property owned by: \_\_\_\_\_

Permission given to \_\_\_ mail or \_\_\_ fax the report to the following:

Name: \_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip Code
---------	------	-------	----------

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ AM / PM

Signature: \_\_\_\_\_

Fire incident reports are considered public records and may be released with the proper request. Investigative records and information compiled by the Sunnyside Fire Department during the investigation of any suspected arson fire, until such time as the investigation has been complete are exempt from public disclosure. In the event the investigative records have been referred to a law enforcement agency, said agency will determine whether to disclose such records.

+++++

**DISPOSITION OF REQUEST**

Record # \_\_\_\_\_ Request Granted: \_\_\_ Request Denied: \_\_\_

Issuing Staff Member: \_\_\_\_\_ Date Completed: \_\_\_\_\_