



# PETALUMA FIRE DEPARTMENT

198 D Street, Petaluma, CA 94952  
Phone: (707)778-4390 Fax: (707)931-0668  
Email: firedept@cityofpetaluma.org

## APPLICATION FOR RELEASE OF INCIDENT REPORT

APPLICANT INFORMATION	
Name _____	Date of Birth _____
Agency _____	Phone Number _____
Address _____	When the report is ready (check one)
City, State Zip _____	<input type="checkbox"/> I will pick up it up at PFD HQ
	<input type="checkbox"/> Please mail it to this address
INCIDENT INFORMATION	
Report number (if known) _____	Date of report _____ Time of report _____
Location of incident _____	
Type of report <input type="checkbox"/> Fire Incident <input type="checkbox"/> Medical Record (Ambulance)	
Name of person involved (if different from above) _____	Date of Birth _____
CERTIFICATION	
I declare under penalty of perjury that I am:	
<input type="checkbox"/> The individual named in the report requested ( <b>MUST include a photocopy of PICTURE ID, such as your state ID or passport</b> ).	
<input type="checkbox"/> The property owner in the report requested.	
<input type="checkbox"/> The parent/guardian of juvenile party in the report requested.	
<input type="checkbox"/> An authorized individual in the report requested ( <b>signed authorization is required</b> ).	
<input type="checkbox"/> A representative of insurance company or insurance adjusting agency in the report requested.	
<input type="checkbox"/> The attorney of the individual named in the report requested.	
<input type="checkbox"/> Other (specify) _____	
Signature: _____	Date: _____

Official Use Only	
<input type="checkbox"/> Released By _____ Date _____	<input type="checkbox"/> Denied By _____ Date _____
<input type="checkbox"/> Picked up	<input type="checkbox"/> Report is by another agency
<input type="checkbox"/> Mailed	<input type="checkbox"/> Report is currently under investigation
	<input type="checkbox"/> Report is excluded from public release
	<input type="checkbox"/> Insufficient information to locate report
Comments _____	

**ATTENTION: Form must be printed & physically signed.**

Mail request to: Petaluma Fire Department  
198 D Street, Petaluma, CA 94952

Or email to: firedept@cityofpetaluma.org

Or fax to: 707-931-0668