



Kentfield Fire Protection District Public Records

Request Form

1004 Sir Francis Drake Blvd, Kentfield, CA 94904

Phone: 415-453-7464 Fax: 415-453-4578

NOTE: Same Service Not Available for all Records

Date of Request: _____

Requestor Name: _____ Email Address: _____

Address: _____

City/State/Zip: _____ Telephone: _____

Records Requested: Incident Report (ERS) (\$.15 per page) Fire Investigation Report (\$.15 per page)

Other Specify): _____

Date of Incident: _____ Incident Number: _____

Time of Incident: _____ Incident Location: _____

Other Identifying information or details (be specific): _____

Method of Delivery: (please check the requested method of delivery)

<input type="checkbox"/>	I would like to inspect the records. Please notify me when the records are available for inspection at the KFPD administration office.
<input type="checkbox"/>	I would like to pick-up copies of the records from the KFPD administration office. Please notify me when the records are ready. I understand that I may be required to pay any applicable fees before the District will release the copies to me.
<input type="checkbox"/>	Please mail the records to the address listed above. I understand that I may be required to pay any applicable fees before the District will send the records.
<input type="checkbox"/>	Please email me the records. I understand that not all records are available via email.

For KFPD Use Only

Date Completed: _____ Completed By: _____

Comments: _____



Kentfield Fire Protection District Public Records Request Form

1004 Sir Francis Drake Blvd, Kentfield, CA 94904

Phone: 415-453-7464 Fax: 415-453-4578

Attention Requestor:

On the attached Request for Records Form, fill out each line as applicable. In order for your request to be processed, please specifically identify the information you are attempting to obtain.

The following information must be supplied:

- ✓ Date of your request
- ✓ Name, address, contact phone number, and email
- ✓ Incident number
- ✓ Location of the Incident
- ✓ Any other identifying information (i.e. requests for all calls to a particular location)
- ✓ Enclose payment if applicable

Once your request has been processed, the records will be provided by the method of delivery marked on the form. Under the Public Records Act, KFPD has ten (10) days to respond to a records request.

If you do not have all of the above information, please fill out the form to the best of your ability. You may drop off your request to the Kentfield Fire Protection District at 1004 Sir Francis Drake Blvd, 8:00 a.m. to 5:00 p.m., Monday through Friday. You may also fax the form to the Custodian of Records at (415) 453-4578 or mail it to:

Kentfield Fire Protection District
1004 Sir Francis Drake Blvd
Kentfield, CA 94904