

INCIDENT REPORT REQUESTS

Due to the volume of calls received requesting Incident Reports, it is necessary to follow the procedure the public must follow in order to obtain a report.

Please keep these points in mind when requesting a report:

- All requests must be submitted **in writing**.
- The requesting individual will include enough postage on envelopes. There may be a significant number of pages for even a small incident.
- A Report Request Form and self addressed stamped envelope must be mailed to CAL FIRE Santa Clara Unit, 15670 Monterey St. Morgan Hill, CA 95037, attention, "Report request."
 - They should include:
 - date
 - time
 - location of the incident
 - any additional, pertinent information
 - an address or fax number to which the report can be returned.
 - The attached form can also be used to request a report – please make extra copies if needed.
 - The Fire prevention Bureau does not handle requests for Patient Care Reports. These requests need to be made to South County Fire, Alameda County Fire or East Contra Costa Fire depending on where the incident occurred.
- An incident number alone is not enough data with which to find a report. Please include as much information as possible.

- **Because the request must be processed by Prevention, it will take an estimated Four to Six weeks before your report is returned depending on when all department reports are completed.**

YOU CANNOT WALK IN AND PICK A REPORT UP.

Following these instructions will greatly reduce confusion and expedite the return of your report.

If there are any questions, please feel free to contact:
Battalion Chief Jim Rajskup at (408) 778-8620
Thank you!



**CAL FIRE – SCU
INCIDENT REPORT REQUEST FORM**

CASCU

*FOR OFFICE USE ONLY –
DO NOT WRITE IN THIS SPACE*

REQUESTING PARTY INFORMATION

Name: _____

Mailing Address: _____

Phone Number: (_____) _____

Fax Number: (_____) _____

INCIDENT INFORMATION

Incident Date: _____

Incident Location: _____

Type of Incident (*i.e.* - fire, vehicle accident, etc): _____

ADDITIONAL INFORMATION / COMMENTS

RETURN TO

Mail: CAL FIRE – 15670 Monterey Road – Morgan Hill, CA 95037 – *Attn: Report Request*

PLEASE NOTE

All report requests are processed by the CAL FIRE Santa Clara Unit Prevention Bureau.
It will take an estimated **Four to Six weeks** before your report is returned.
If no report is found, you will be notified as soon as possible.