



South Adams County Fire Department

6050 Syracuse St.

Commerce City, CO 80022

Phone: (303) 288-0835

Fax: (303) 288-5977

Open Records Request Form

Important Notice:

This form must be completed and included with all requests under the Colorado Open Records Act, including any requests for Fire or Investigation Reports. All requests are subject to HIPAA regulations or other applicable laws, and may be redacted or withheld in accordance with those laws. Fees may be applied pursuant to the District's Open Record Response Request Policy, available on the District's Website.

Application Date:		Applicant Business Name: (if Applicable)			
Applicant's Name:					
Applicant's Address:					
City:		State:		Zip Code:	
Email:		Telephone:			
Please complete this section for any Fire Report/Investigation Requests					
Date of Incident:		Case Report # if known:			
Address of Incident:					
City:		State:		Zip Code:	
Reason for Request:					
Comments:					
Preferred Method of Delivery	<input type="checkbox"/> Email <input type="checkbox"/> US Mail <input type="checkbox"/> Pick Up or <input type="checkbox"/> Inspect in Person On-site <input type="checkbox"/> FedEx (Additional Fee) <input type="checkbox"/> UPS (Additional Fee)				
Requested Information and Documents:					
To expedite the request, be as specific as possible in describing the records being requested.					

Fire Department Use Only

Date Received:		Received by:	
Request processed by:		Request returned by:	
Extension Needed:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Date returned:	