

**Eugene Office**  
1320 Willamette Street  
Eugene, OR 97401  
(541) 682-5411  
(541) 682-6882 FAX



**Springfield Office**  
225 Fifth Street  
Springfield, OR 97477  
(541) 682-5411  
(541) 682-6882 FAX

*Fire Marshal's Office*

**SPRINGFIELD Fire Report Request**

Requestor Name and Agency Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

EMAIL Address: \_\_\_\_\_

Address of fire: \_\_\_\_\_

Date of fire loss: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Please indicate your preferred method of contact: Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In Person \_\_\_\_\_

**TYPES OF REPORTS**

**CHARGES**

\_\_\_\_ NFIRS Basic Incident Report .....\$13.00

\_\_\_\_ Investigation Report (first 5 pages free).....\$0.15 per page after 5 pages

\_\_\_\_ Photo Disc.....\$13.25

Staff Processing Time.....\$9.50 will be applied to  
Investigation report requests and/or Photo Disc

Payments may be made by check, credit card, or cash. Checks payable to the City of Eugene Office of the Fire Marshal

**Office Use Only:**

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

