



Office of the Fire Marshal

1320 Willamette Street, Eugene, OR 97401
541-682-5411, FAX 541-682-6882

COURAGE
HONOR
SERVICE

EUGENE SPRINGFIELD FIRE - PUBLIC RECORD REQUEST FORM
For Fire Incident and Investigation Reports

Requestor and/or Agency Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Preferred method for receiving records: [ ] Email [ ] U.S. Mail\* [ ] In Person (by appointment only)

\*Mailing Address (include city, state, zip): \_\_\_\_\_

\*\*Please provide the site address, date, and type of record(s) in which you are requesting\*\*

Address of Fire: \_\_\_\_\_ Date of Loss: \_\_\_\_\_

Table with 2 columns: REPORT TYPE and FEE. Includes options for NFIRS Basic Incident Report (\$15\*) and Fire Investigation Reports (\$17\*) with sub-options for 'With photos' and 'Without photos'.

\*Staff Processing Time \$51.67/ hour, 30 minute minimum

ALL requests are subject to fees for staff processing time when more than 30 minutes of staff time is necessary for processing the request. A fee estimate will be provided to you and must be paid before our office can begin processing.

Payments can be made by check, credit card, or cash. Make checks payable to the City of Eugene Fire Marshal's Office. Request forms can be emailed or mailed to our office via the contact information below. Our office will follow up within 5 business days of receipt to verify fees and availability of the requested records.

Eugene Springfield Fire Marshal's Office
1320 Willamette St., Eugene, OR 97401 - 541-682-5411 - FMOAdmin@eugene-or.gov



A shared service of the cities of Eugene and Springfield, Oregon