

SAN FRANCISCO FIRE DEPARTMENT PUBLIC RECORDS REQUEST FORM

(San Francisco Sunshine Ordinance, Administrative Code §67.1 et. seq.)

Date: _____

San Francisco Fire Department
Public Records Officer
698 Second Street, Room 224
San Francisco, CA 94107

FAX: (415) 558-3407
EMAIL: FirePublicRecords@sfgov.org

Requestor Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____

Records Requested: (Please provide a reasonable description of the specific records)
If more space is needed, please use an additional page.

Once records are available, you will receive written notification via the method chosen below. Ten (10) cents per copy will be charged before records can be collected. No fee is charged if request results in less than ten (10) pages.

Please indicate your preferred method for receiving a response: **(choose 1 only)**

- US MAIL (to address listed above)
- EMAIL records to (provide email address): _____
- FAX records to (provide fax number): _____
- CALL for pick-up (provide phone number): _____