

# 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.

**\* DO NOT use this form if you wish to inspect or review PROPERTY RECORDS**  
pertaining to USTs/ASTs, hazardous materials, permits, inspections, violations, or  
complaints. Call 415-558-3300 to schedule an appointment.

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)

\_\_\_\_\_ FAX records to (provide fax number): \_\_\_\_\_

\_\_\_\_\_ EMAIL records to (provide email address): \_\_\_\_\_

**\* ADDITIONAL INFORMATION:**

- ☐ Please check here if you prefer to inspect records at Fire Department Headquarters rather than receive copies. **DO NOT CHECK HERE** if you are requesting property records pertaining to USTs/ASTs, hazardous materials, permits, inspections, violations, or complaints. Instead, please call 415-558-3300 to schedule an appointment.