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   FAX: (415) 558-3407
San Francisco, CA  94107    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.

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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): |