



Rancho Santa Fe Fire Protection District

PO Box 410 / 18027 Calle Ambiente, Rancho Santa Fe, CA 92067

(858) 756-5971 Phone / (858) 756-4799 Fax

Document Request Form

INSTRUCTIONS: Please completely fill out this form and either email to: Scheduling@rsf-fire.org or fax to (858) 756-4799. We will notify you when the report is ready and the applicable fees. All fees collected are in accordance with the *Fee for Service Ordinance #4.9* and will be due *prior* to the release of the document(s). All requests for Fire District documents will be available within five to seven business days from the date requested.

From the Schedule of Fire Prevention Services and Fees:

Reference Number 4.9	Reproduction of Fire District Documents	\$5.00 for the first five (5) pages; \$.70 for each additional page thereafter
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Date Requested: _____

Date of Incident: _____

Full Address of Incident: _____

Type of Incident: _____

Time of Incident: _____

Additional Information: _____

Requested by

First Name: _____

Last Name: _____

Full Address: _____

Daytime Telephone: _____

Daytime Fax Number: _____

Email Address: _____

Please indicate how you would like to receive the requested report:

Fire District Use Only:

^{1st} Notification _____ ^{2nd} Notification _____ ^{3rd} Notification _____

Total Due _____ *Amount Paid Cash* _____ *Credit Card* _____ *Check Amt* _____

Return to: _____ *Check #* _____