

FIRE INVESTIGATION REPORT REQUEST



San Bernardino County Fire Department
Fire Investigation Unit
620 South 'E' Street, San Bernardino, CA 92415-0179
(909) 350-0404 Phone • (909) 350-0406 Fax
EMAIL REQUESTS TO: investigationreports@sbcfire.org



REQUESTOR INFORMATION

DATE OF REQUEST	REPORT TO BE: MAILED <input type="checkbox"/> PICKED UP <input type="checkbox"/>		
NAME	TITLE <i>(If individual, leave blank)</i>	COMPANY or AGENCY <i>(If individual, leave blank)</i>	
MAILING ADDRESS		CITY/COMMUNITY	STATE ZIP CODE
PHONE	FAX	EMAIL ADDRESS	

INCIDENT INFORMATION

(Please include as much information as possible)

**DATE OF FIRE	TYPE OF FIRE <small>(Structure, vehicle, vegetation, etc.)</small>	LOCATION OF FIRE
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ADDITIONAL COMMENTS/INFORMATION
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**Please remit a non-refundable fee of \$75.00 for each Fire Investigation Report requested.
(Reports will not be released until fee is paid.)**

Payment may be made online via credit card or e-check. Check or money order (made payable to "SBCFPD") may also be mailed in to the address noted above.

(PLEASE NOTE: A 2.29% CONVENIENCE FEE IS APPLIED FOR ALL CREDIT CARD TRANSACTIONS.)

Fire Investigation Reports (FIRs) will become available after a minimum of three weeks following the closure of an investigation unless otherwise approved by the Fire Investigation Supervisor.

In the event that a case has been closed but has been referred for prosecution or other formal enforcement action, FIRs cannot be released unless the case has been fully adjudicated, including appeals.

EXCEPTION: A FIR shall be released upon proper service of a Subpoena Duces Tecum or other bonafide court order.

The FIR will include the written document (hard copy of the report) with any associated photographs in a flash drive format. Please note that ALL confidential information will be redacted or otherwise removed prior to issuance of a FIR.

OFFICE USE ONLY

DATE RECEIVED	RECEIVED BY	DATE PAID	RECORD ID NUMBER
INCIDENT NUMBER	INVESTIGATOR NAME		
DATE PROCESSED	ADDITIONAL NOTES/COMMENTS		