

Strafford Fire District
Instructions for Requesting an Incident Report

Office Hours: Monday – Friday, 8:00 AM – 4:00 PM

Location: 207 W Stan Harriman. (Fire Station 1)

Phone Number: 417-736-3679**Fax:** 1-888-371-3441

1. All requests for incident reports must be submitted in writing to Strafford Fire District Incident Reports. Please use the attached request form and include additional pages as needed.
2. Return the completed request form by fax or by mail.
3. Depending on the complexity of the incident, you will receive your incident report in 5 to 10 business days. If we are unable to meet that timeline, due to an investigation or other factors, we will contact you.
4. There is \$10 charge for an incident report.
NOTE: This request form cannot be used to obtain Emergency Medical Service (EMS) records. Due to federal privacy laws, requests for medical records and patient care reports require signature verifications and or other release formats. Please call the ambulance service that responded.

**Strafford Fire District
207 W Stan Harriman
Strafford Mo 65757**

Phone: 417-736-3679 | Fax: 1-888-371-3441

Request for Incident Report

Incident Date: _____ **Time:** _____ **AM/PM**

Incident Type:

- Structure Fire**
- Vehicle Fire**
- Haz-Mat Incident**
- Other** _____

Incident Location _____

Owner: _____

Person Requesting Report: _____

Agency: _____

Mailing Address: _____

City/State: _____ **Zip:** _____

Phone #: _____ **Fax#:** _____

Email address: _____

Will Pick-Up

- Fax**
- Mail**
- Email**
- Comments:** _____

Incident #: _____ **# of Pages:** _____

Person Taking Request: _____