



Sacramento Metropolitan Fire District

Fire Prevention Bureau

3012 Gold Canal Drive • Rancho Cordova, CA 95670 • Phone (916) 859-4330 • Fax (916) 859-3717

KURT P. HENKE
Fire Chief

FILE RESEARCH APPLICATION

Information is filed by address. A \$70.50 administrative fee will be due at the time of research. This payment covers one half hour of research time. We will look for files referencing the "Search Location" and call you with a status of your request. One application may be submitted for a range of addresses on the same street, i.e., "2300 – 2700 Main Street," however, a separate application is required for each different street name.

If files are available, you, or your representative, must schedule an appointment to come to our office to review the file contents. Our Staff will not review files or make copies on your behalf, nor are files permitted to leave our office. Applicants requiring document copies are advised to bring a portable copier.

Please fax the completed application to (916) 859-3717 and thank you for your cooperation.

Search Location (Please print clearly)

Address _____

City _____ State _____ Zip _____

Applicant (Please print clearly)

Business Name _____

Address _____ Phone _____

City _____ State _____ Zip _____

Purpose of Research _____

Records of Interest _____

Requestor's Name _____

Requestor's Signature _____

Email Address _____

***** FOR OFFICE USE ONLY *****

Fire Marshal _____ Date _____

Office Tech _____ Date _____