



## SACRAMENTO METROPOLITAN FIRE DISTRICT REQUEST FOR INCIDENT REPORT

**Mailing Address:** 10545 Armstrong Ave, Suite 200 Mather, CA 95655 • **Phone:** (916) 859-4300

**Fax:** (916) 859-3701 **Email:** incidentreports@metrofire.ca.gov

### Information for Incident Report Requests

- Reports are \$5.00 each
- Only checks, money orders, and credit/debit cards are accepted
  - Make checks and money orders payable to: **Metro Fire**
  - To pay by credit card, please complete the form below.
- Requests are processed within 7-10 business days. **Note:** Some may take up to 45 business days.
- Incomplete or inaccurate information may delay processing or receiving of report.
- If choosing to pick up the report in person, you will be contacted when the report is available.

### Requestor Information

Name:

Phone Number:

### Incident Information

Type of Incident:

Incident # (If Known):

Date of Incident:

Approx. Time of Incident:

Address of Incident:

### Payment Options

#### How would you like to receive the report?

Mail to address:

Pick up in person at Metro Fire headquarters (see mailing address above)

Fax to:

Email to:

#### How would you like to pay for the report? (credit card information can be sent in by mail, fax, or email)

Credit/Debit Card

Check or Money Order (Mail with form to above address. ATTN: RECORDS)

### Cardholder Information

Card Type:  VISA  MasterCard  Discover

\*AMEX not Accepted

Card Number:

Authorized Amount: \$

Expiration Date:

Security Code:

Billing Address:

City:

State:

Zipcode:

Cardholder Signature:

Date:

**\*\*YOUR SIGNATURE HEREBY AUTHORIZES SACRAMENTO METROPOLITAN FIRE DISTRICT TO CHARGE THE CREDIT OR DEBIT CARD REFERENCED ABOVE FOR THE AMOUNT STATED ON THIS FORM.\*\***