



## DUNCAN FIRE DEPARTMENT - REQUEST FOR INCIDENT REPORT

Submitted requests for incident reports will be responded to as quickly as possible, and reports will be ready within two business days of the request. The Duncan Fire Department's office hours are Monday through Thursday, 7:00 a.m. to 5:30 p.m. If you have any questions, please contact the Duncan Fire Department Administrative Offices at 580-251-7728.

Incident Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Incident Address: \_\_\_\_\_

Incident Type:

Medical     Hazardous Materials     Fire     Other

PERSON OR BUSINESS/AGENCY REQUESTING REPORT:

Name (*first, middle initial and last*): \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  Check if same as incident address.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Relation to the report (ie: owner, patient, reporter, etc.): \_\_\_\_\_

I would like a copy of the report in one of the following formats:

Paper: to be picked up at the front desk of City Hall

Faxed to: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

Electronically emailed to: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_\_

----- (For Office Use Only) -----

Incident Number: \_\_\_\_\_ Received by (Print): \_\_\_\_\_

Received by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_