



HILLSBORO FIRE & RESCUE DEPARTMENT

240 S 1st AVE.
HILLSBORO, OR 97123-3973
(503)681-6166 FAX (503)681-6208



RECORDS REQUEST FORM

All Hillsboro Fire & Rescue Department Public Records Requests must be submitted in writing, using this form, which is to be filled out **in its entirety**. This form may be submitted with the fee payment to the address above or emailed to fireprevention@hillsboro-oregon.gov and the requester will be contacted for credit card payment, by phone, when the report is ready for release. If the record is deemed not releasable, all fees will be returned.

NOTE: ORS 192.345 (3) conditionally exempts the release of records during criminal investigations.

DATE: _____ REQUESTOR'S NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____ EMAIL: _____

REASON FOR REQUEST: _____

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes.

SIGNATURE OF REQUESTOR: _____ DATE: _____

INCIDENT DATE: _____ INCIDENT TIME: _____

INCIDENT/INSPECTION ADDRESS(S)-MUST LIST ALL. MAY USE BACK OF PAGE, IF NEEDED:

- EMS PRE-HOSPITAL REPORT \$30.00*
- INSPECTION REPORT (MOST RECENT ONLY) \$30.00
- UST, AST or HAZMAT REPORTS \$30.00 MINIMUM NON-REFUNDABLE DEPOSIT, PLUS \$30.00 AN HOUR
** (see below)
- FIRE REPORT \$30.00
- PHOTOS (CD) \$30.00
- If photos are requested to be sent via USB add an additional \$5.00*

*ORS 192.521 Medical Records Cap in place for all medical records. No more than \$30 for copying 10 or fewer pages of written material, \$0.50 per page for pages 11 through 50, \$0.25 for each additional page, Actual costs of preparing an explanation or summary of protected health information, if requested by an individual or a personal representative of the individual.

**We have limited records of UST (UNDERGROUND STORAGE TANK) and AST (ABOVEGROUND STORAGE TANK) on file please contact the City of Hillsboro building department by calling 503-681-6144. The Oregon DEQ (Underground Storage Tanks Only) at 503-229-6652 and for Above Ground Storage Tanks call the office of the State Fire Marshal at 503-934-8204.

The costs are based on one report, per address, for the basic reports listed above. For all other requests contact the Fire Prevention staff for a quote, the time will be billed at the rate of \$30 per hour after the first half hour. A 50% deposit is required before any searches begin.

<p>For HF&R use only:</p> <p>Paid: \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card Transaction # _____</p> <p><input type="checkbox"/> No Records Found <input type="checkbox"/> Records Not Releasable</p> <p><input type="checkbox"/> Records Released Date: _____ Time: _____ By: _____</p>
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