



Arvada Fire Protection District

7903 Allison Way Arvada CO 80005 • 303-424-3012 • 303-432-7995 fax

Incident Report Request

Due to HIPPA regulations regarding patient confidentiality requests for patient care/emergency medical reports must be submitted directly to APEX Billing. Please call APEX at (720) 486-0622 for information and fees associated when requesting a HIPPA protected report. **Do not use this form to request a HIPPA protected information.** To expedite the request, please be as specific as possible in describing the records being requested.

Date of Incident: _____ **Time of Incident:** _____ **Date of Request:** _____

Incident Report #: _____ **Type of Incident:** Fire Other (specify below)
(if known)

Address of incident: _____

Individual(s) or Business Involved in Incident:

Reason for Request:

Person or Business Requesting Report:

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Retrieval Fee: There is no charge for records request requiring one-hour or less of research and retrieval. Research and retrieval that exceeds one-hour may incur a fee up to \$30 an hour.

Please allow 5-7 business days to process the request. Request for reports may be submitted by the following methods.

Request by Mail:
Arvada Fire Department
7903 Allison Way
Arvada, CO 80005
Attn: Fire Marshal

In Person (please call first)
Arvada Fire Headquarters
7903 Allison Way
Arvada, CO 80005
M-F 8:00am to 5:00pm

Via Facsimile:
(303) 432-7995
Attn: Fire Marshal