



# 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 for to request a HIPPA protected information.

**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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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 4:30pm

Via Facsimile:

(303) 432-7995  
Attn: Fire Marshal