

**FAIRFAX COUNTY FIRE AND RESCUE
FREEDOM OF INFORMATION ACT REQUEST FORM (FOIAs)**



Signatures and a minimum fee listed below are requested. Fees are non-refundable and may vary from those listed below, depending on research time and materials required. Please allow 5 work days for the response. * **Medical requests must include a release form or authorization letter signed by the patient or legal guardian.**

<u>REQUESTOR INFORMATION</u>		NOTE: Form may be filled out <u>online</u> before printing, signing, and mailing.	
Name:		Day Phone:	
Company:		Street Address:	
City:	State:	Zip:	
Please: <input type="checkbox"/> mail report <input type="checkbox"/> hold report for pick-up <input type="checkbox"/> fax report to (area code + #):			
<u>INCIDENT INFORMATION</u>			
Type of Incident / Report: <input type="checkbox"/> * Medical <input type="checkbox"/> Vehicle Fire <input type="checkbox"/> Building Fire <input type="checkbox"/> Other:			
Incident Date:	Incident Time:	:	<input type="checkbox"/> AM <input type="checkbox"/> PM
Incident Street Address:			Incident City:
Vehicle Make / Model (vehicle fire only):			Vehicle Year:
Other Details:			

Signature: _____ **Date:** _____

If any delays are anticipated in fulfilling this request, you will be contacted within five (5) business days.

----- Cut Here ----- Cut Here -----

ONLY Money Orders and Checks (and Cash for Walk-ins) are accepted – NO credit cards
Find minimum fee required in the list below and include fee with your FOIA request.
Make checks payable to **COUNTY OF FAIRFAX**

Fees are non-refundable. For any check returned for Non-Sufficient Funds (NSF), a \$35.00 fee will be charged.

Mail this signed form and the appropriate fee to: **Fairfax County Fire and Rescue**
ATTN: FOIA, Massey 5th Floor
4100 Chain Bridge Rd, Fairfax, Virginia 22030

> **for Incident Reports:** **if regarding a fire** \$5.00 per incident
 if regarding an injury (*Medical) \$5.00 per record

** To obtain medical information, a release form or authorization letter, signed by the patient or legal guardian, must be included with any medical requests.*

> **for Subpoena Duces Tecum:** **if regarding a fire** \$0.50 per page, minimum**
 if regarding an injury (*Medical) \$10.00 minimum**

*** Additional fees may be incurred on Subpoenas, depending on time and materials. If additional fees are expected, you will be advised first, for approval.*

> **for Data Information and Statistics:** \$10.00 per search, minimum

(FOIA questions on any of the above 3 subjects may be directed to 703-246-3992)

> **Other non-Incident related FOIAs:** **mail request to above address, using ATTN: Office of the Fire Chief, 7th Floor Massey**
 (FOIA questions on this subject may be directed to 703-246-2546)