Mayor
John J. Lee

Council Members
Isaac E. Barron
Pamela A. Goynes-Brown
Scott Black
Richard J. Cherchio

City Manager
Dr. Qiong X. Liu, P.E., PTOE

Fire Department • Joseph Calhoun, Fire Chief
4040 Losee Road • North Las Vegas, Nevada 89030-3306
Telephone: (702) 633-1102 • Fax: (702) 399-8730 • TDD: (800) 326-6868
www.cnlvfd.com

FIRE INCIDENT REPORT REQUEST

Incident Reports are considered public record and are available upon request. Requests for information, records, searches, etc. should be filed by the requestor in writing. Incident Reports are available for retrieval at the Fire Administration Building, by appointment only, with the Custodian of Records during regular business hours noted above.

A Records Request Form may be REQUIRED to process any request. You may have a Records Request Form sent to you by contacting the Custodian of Records at (702) 633-1102 (Option 2). A form can be sent via fax or e-mail as a convenience (whichever applicable). You may also visit our website (noted above) for additional information.

NOTE: Requests involving extraordinary use of personnel or technological resources may require additional fees in accordance with Municipal Code 2.44.020 and NRS 239.055

You may submit a completed Records Request Form by fax, e-mail or U.S. Mail:

- Fax a completed Records Request Form to North Las Vegas Fire Department (Attn: Custodian of Records) at **(702) 399-8730**.
- E-mail a completed Records Request Form to North Las Vegas Fire Department (Custodian of Records) at **FireEMSReports@cityofnorthlasvegas.com.**
- Mail a completed Records Request Form to North Las Vegas Fire Department (Attn: Custodian of Records) at **4040 Losee Road, North Las Vegas, Nevada 89030**.

Helpful Hints

- Submitting requests with complete information and/or required document(s) will allow for prompt processing.
- Duplicate submissions will not expedite your request.
- You will be notified of the appropriate amount due. Documents will not be released until payment has been received.
- Please allow up to five (5) business days for a response upon receipt of a completed request.
- Please Note: North Las Vegas Fire Department does not maintain any records more than six (6) calendar years from the date of production. Any and/or all records that have been reached the retention period have been destroyed in a secure manner.