



City of Waukesha Fire Department  
**Request Form for Fire Incident/ Fire Investigation Report \***

I am requesting the Waukesha Fire Department record types selected below:

☐ **INCIDENT REPORT.** Report created by the Incident Commander that complies with the rules of the National Fire Incident Report System (NFIRS).

☐ **FIRE INVESTIGATION REPORT.** Not all fires will have a Fire Investigation Report. Depending on the incident complexity and other factors a report may not be completed for weeks or months.

**Please note:** All incident report requests are processed within (7) business days upon receipt. It is our policy to fulfill record requests within 10 business days of the incident date. The Department may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

Please provide the following information below. If you do not have the necessary incident information, you may contact the Waukesha Fire Prevention Bureau Business Office at (262) 524-3648.

**Please write clearly:**

Requestor Name: \_\_\_\_\_

Street: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I am a: ☐ Property Owner ☐ Tenant ☐ Insurance Agent ☐ Other: \_\_\_\_\_

Incident Date: \_\_\_\_\_ Incident Address: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:**

Waukesha Fire Department  
Attn: Fire Prevention Bureau  
130 W. St. Paul Avenue  
Waukesha, WI 53188-5172  
Or fax to (262) 524-3670

**FIRE DISTRICT USE ONLY**

Incident #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Initials: \_\_\_\_\_

*\*A photocopy fee may apply with your request. An invoice will be included with your documents and is due 30 days after invoice date.*