



**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

<p>FIRE DISTRICT USE ONLY</p> <p>Incident #: _____</p> <p>Date Received: _____</p> <p>Initials: _____</p>
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**A photocopy fee may apply with your request. An invoice will be included with your documents and is due 30 days after invoice date.*