



Roswell Fire Department
REQUEST FOR FIRE/EMS INCIDENT REPORT
ALLOW FOR THREE (3) DAYS FOR PROCESSING

Person Making Request

Name: _____

Representing: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Incident Number: _____

Incident Location: _____

Incident Description: _____

FOR DEPARTMENT USE ONLY

Incident Number: _____	RFD Employee Handling Request & Date Report Delivered:
Date Received: _____	
Date Report QC'd: _____	

Fax report request form to the Roswell Fire Department Administration office at 770-641-3843 or email it to fire@roswellgov.com.

EMS reports will only be released to the patient involved in the incident after showing proper ID or by subpoena or court order – they **CANNOT** be faxed or mailed.

Fire reports can be mailed to the address submitted on this form or picked up at the Fire Department's Administration Office.

Roswell Fire Department's Administration address: 1810 Hembree Road, Alpharetta, GA 30009

Phone: 770-641-3730 Fax: 770 641-3843 www.roswellgov.com