

# FIRE INVESTIGATION REPORT REQUEST



Canby Fire District #62  
Community Risk Reduction Division  
221 S. Pine Street Canby, Oregon 97013  
(503) 263-4281 Phone • (503) 266-1320 Fax

## REQUESTOR INFORMATION

|                 |  |                |  |          |
|-----------------|--|----------------|--|----------|
| DATE OF REQUEST | REPORT TO BE: MAILED <input type="checkbox"/> PICKED UP <input type="checkbox"/> |                |  |          |
| NAME            | TITLE (If individual, leave blank)   |                | COMPANY or AGENCY (If individual, leave blank) |          |
| MAILING ADDRESS |  | CITY/COMMUNITY | STATE  | ZIP CODE |
| PHONE           | FAX  | EMAIL ADDRESS  |  |          |

## INCIDENT INFORMATION

(Please include as much information as possible)

|                |   |                            |
|----------------|---|----------------------------|
| **DATE OF FIRE | TYPE OF FIRE (Structure, vehicle, vegetation, etc.) | LOCATION OF FIRE (Address) |
|----------------|---|----------------------------|

ADDITIONAL COMMENTS/INFORMATION

**Please remit a non-refundable fee of \$35.00 for each Fire Investigation Report requested.  
(Reports will not be released until the fee is paid.)  
Checks or money order made payable to "Canby Fire District" can be submitted in person,  
or mailed to the address noted above.**

Fire Investigation Reports will become available **after** a minimum of two weeks following the **closure** of an investigation unless otherwise approved by the Fire Investigator of record.

In the event that a case has been closed but has been referred to prosecution or other formal enforcement action, **Fire Investigation Reports cannot be released unless the case has been fully adjudicated, including appeals.**

**EXCEPTION:** Fire Investigation Reports shall be released upon proper service of a Subpoena Duces Tecum or other bonafide court order.

Fire Investigation Reports will include the written document (hard copy of the report), including any associated photographs. Please note that **ALL** confidential information will be redacted or otherwise removed prior to the issuance of any Fire Investigation Report.

## OFFICE USE ONLY

|                 |                           |           |                  |
|-----------------|---------------------------|-----------|------------------|
| DATE RECEIVED   | RECEIVED BY               | DATE PAID | RECORD ID NUMBER |
| INCIDENT NUMBER | INVESTIGATOR NAME         |           |                  |
| DATE PROCESSED  | ADDITIONAL NOTES/COMMENTS |           |                  |