



ANCHORAGE FIRE DEPARTMENT

Fire Prevention * 4700 Elmore Road * Anchorage, Alaska 99507
Phone (907) 267-4901 * Fax: 907-249-7788 * fireprevention@muni.org



Request for Fire Prevention Records

DATE OF REQUEST: _____

PREMISE NAME: _____

PREMISE ADDRESS: _____

REQUESTING DOCUMENTS (Including Dates) : _____

ARE THESE DOCUMENTS FOR LITIGATION WITH THE MUNICIPALITY OF ANCHORAGE:
_____ NO _____ YES

PERSON REQUESTING REPORT: _____

AGENCY: _____

MAILING ADDRESS: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX: _____

SIGNATURE: _____

*****NOTE - WE ONLY ACCEPT CHECKS AS A FORM OF PAYMENT*****

REQUEST RESULTING IN 5 PAGES OR LESS OR REQUIRING NO MORE THAN 15 MINUTES OF STAFF TIME - \$6.00 FEE.

REQUESTS RESULTING IN MORE THAN 5 PAGES OR MORE THAN 15 MINUTES - \$0.30 PER PAGE AND STAFF TIME (BASED ON A HOURLY RATE OF PAY NOT TO EXCEED \$40 PER HOUR). PER PAGE FEE IS NOT APPLICABLE FOR DOCUMENTS SENT ELECTRONICALLY.

DOCUMENTS PROVIDED VIA CD WILL INCUR AN ADDITIONAL \$15.00 FEE PER CD
(AMC Regulation 3.90.002 & 3.90.005).

The research & copy fees are due prior to release of information & will be provided after your request is received.

FOR OFFICE USE ONLY

APPROVED NOT APPROVED DATE: _____

AUTHORIZED BY: _____

DATE OF NOTIFICATION TO REQUESTOR: _____

DATE OF PICKUP: _____

TOTAL DUE: _____

CHECK NUMBER: _____ NUMBER OF PAGES: _____