

<b>APPLICATION FOR FIRE AND / OR EMS REPORT</b>		CITY OF PHILADELPHIA DEPARTMENT OF RECORDS <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> <b>— PLEASE PRINT —</b>
<i>PLEASE DO NOT SUBMIT AN APPLICATION WITH INSUFFICIENT OR INCORRECT INFORMATION: MAY RESULT IN "REPORT NOT FOUND."</i>		
NAME OF APPLICANT REQUESTING REPORT		APPLICATION DATE
REPORT TO BE MAILED TO (COMPLETE ADDRESS INCLUDING NAME, COMPANY, STREET ADDRESS AND ZIP CODE)		TELEPHONE NUMBER OF APPLICANT
<b>COMPLETE THIS BLOCK FOR FIRE REPORT:</b>		
DATE OF FIRE	TIME	ADDRESS OF FIRE
<b>COMPLETE THIS BLOCK FOR EMS REPORT:</b>		
DATE OF SERVICE	TIME	NAME OF PATIENT
LOCATION OF INCIDENT (EXACT STREET LOCATION WHERE INCIDENT OCCURRED)		
<b>FEE (for search and / or copy ---\$20.00)---NON-REFUNDABLE</b> <b>TO APPLICANT: THIS IS A COPY OF THE APPLICATION FORWARDED TO THE FIRE DEPARTMENT:</b> Your report will be prepared and mailed directly to you by the Fire Department. <b>ALL INQUIRIES AFTER SUBMISSION, CALL FIRE (215) 686-1366 / EMS (215) 686-4222 AND REFER TO APPLICATION NUMBER ON FORM.</b>		
<b>IF YOU HAVE A DISABILITY AND REQUIRE AN ACCOMMODATION IN ORDER TO COMPLETE THIS FORM AND / OR TO PARTICIPATE IN A PROGRAM OR SERVICE, CONTACT THE ADA COORDINATOR AT (215) 686-2266</b>		
82-311 (Rev. 6/15)	PLEASE DO NOT CALL DEPARTMENT OF RECORDS AFTER SUBMISSION OF APPLICATION	

CITY OF PHILADELPHIA • DEPARTMENT OF RECORDS  
**APPLICATION FOR FIRE AND/OR EMS REPORTS**

REQUEST MUST HAVE DATE AND LOCATION OF FIRE AND/OR EMS INCIDENT.

REQUESTS FOR EMS REPORTS REQUIRE A COMPLETED AND SIGNED "AUTHORIZATION FOR RELEASE OF PA EMS REPORT" FORM MUST BE NOTARIZED IF PATIENT IS NOT PRESENT IN PERSON AT THE DEPARTMENT OF RECORDS.

Authorization form is available at: [www.phila.gov/records](http://www.phila.gov/records) then go to Police/Fire Records Unit then to Fire and/or Emergency Medical Services (EMS) (form 82-311B)

SUBMIT APPLICATIONS TO:  
DEPARTMENT OF RECORDS  
ROOM 168, CITY HALL  
PHILADELPHIA, PA 19107  
(215) 686-2266

FOR INQUIRIES AFTER SUBMISSION CALL PHILADELPHIA FIRE MARSHALL (215) 686-1366.  
For inquiries after submission call Phila EMS (215) 685-4205

TO EXPEDITE SERVICE, PLEASE SEND 2 SELF-ADDRESSED, STAMPED ENVELOPES.  
MAKE CHECKS OR MONEY ORDERS PAYABLE TO "CITY OF PHILADELPHIA".

**\$20.00 FEE IS NON-REFUNDABLE**

PLEASE ALLOW 6 TO 8 WEEKS TO RECEIVE COPY OF REPORT OR NOTICE OF "REPORT NOT FOUND".