

# 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**  
**EMAIL REQUESTS TO: [mccrawford@canbyfire.org](mailto:mccrawford@canbyfire.org)**

## REQUESTOR INFORMATION

DATE OF REQUEST	<b>REPORT TO BE:</b> <b>MAILED</b> <input type="checkbox"/> <b>PICKED UP</b>			
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)

<b>**DATE OF FIRE</b>	TYPE OF FIRE (Structure, vehicle, vegetation, etc.)	LOCATION OF FIRE (Address)
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ADDITIONAL COMMENTS/INFORMATION
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**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		