



# INCIDENT REPORT RECORDS REQUEST

Requests for all reports and/or records must be submitted in writing using the appropriate Record Request Form.

To request a report you may contact Kim Woodard, Administrative Assistant at 919-772-1550 (Ext 0) or email this request to [kwoodard@garnerfire.com](mailto:kwoodard@garnerfire.com). Please allow 3-5 business days for processing to ensure compliance with the North Carolina General Statutes and any other applicable laws or regulations.

## REQUESTOR INFORMATION

Name of Requesting Individual  Date of Request

Address  State  Zip Code

Phone Number  E-mail Address

Please check one:  Faxed  E-mailed  Mailed  Picked Up

Property owner / Occupant

Fire Investigator

Insurance Company

Private Company

Attorney Office

Law Enforcement Agency

Name of Agency:

Other

Reason for Request

Signature

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## INCIDENT INFORMATION

Date of Incident  Incident Address

City  State  Zip Code

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## FOR OFFICIAL USE ONLY

Incident Number  Date Sent

Pages Sent  Who Sent