

Please submit to: sfdincidentreports@cityofsomerset.com

Somerset Fire Department
121 South Central Ave.
Somerset Ky. 42501



Stephen Jasper
Phone: 606 679-1163
Fax: 606 679-4945

Request Form for Fire investigation/Incident Report

I am requesting the Somerset Fire Department record types selected below:

- INCIDENT REPORT.** Report created by the Incident Commander that complies with the rules of the National Fire Incident Reporting System (NFIRS).
- FIRE INVESTIGATION REPORT.** Not all fires will have a Fire Investigation Report. Depending on the incident complexity and other factors a report may not be completed for weeks or months.

The information requested below must be completed in full. Requests without the required information will be returned to sender. If you do not have the necessary incident information, you may contact the Somerset Fire Department Administration Office at (606) 679-1163.

Please note: All incident report requests are processed within seven (7) business days upon termination of the incident. It is our policy to fulfill record requests within 10 business days of the incident date. The Department may require additional time to process more difficult requests and if so, an estimated time frame will be provided to the requestor.

Please write clearly:

Requestor Name: _____

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Telephone: _____ **Email:** _____

Incident Date: _____ **Incident Time:** _____

Incident Address: _____

Type of Incident: _____

Comments: _____

Requestor Signature: _____ **Date:** _____

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| FIRE DEPT USE ONLY : Incident # _____ Date: _____ Unit# _____ INT _____ |
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