



West Chester Fire Department

401 EAST GAY STREET

WEST CHESTER, PENNSYLVANIA 19380

TELEPHONE: 610-696-2700

Fire Report Request

Instructions

This form must be submitted in its entirety and be accompanied with payment of a \$50.00 administrative fee, made payable to the *West Chester Fire Department*.

Mail the completed form with payment to:

West Chester Fire Department

401 E Gay Street

West Chester, PA 19382

Fire report requests are approved for release by the Chief of the Department and subject to redaction.

Incident Information

☐ House/Structure Fire

☐ Vehicle Fire

☐ Fire Alarm

☐ Other (Please Specify): _____

Incident Address

City

State

Zip Code

Incident Date

Incident Time

Miscellaneous:

Requestor Information

First Name

Middle Initial

Last Name

Mailing Address

City

State

Zip Code

Email Address

Phone Number

☐ Property Owner

☐ Tennent/Occupant

☐ Insurance Adjuster

☐ Fire Investigator

Reason for request:

Fire Department Use Only

Report Approved By (*Name/Rank*)

Approval Date

Report Released By (*Name/Rank*)

Release Date
