



# Big Bear Fire Department

41090 Big Bear Boulevard, P. O. Box 2830, Big Bear Lake, CA 92315  
Office: 909.866.7566 Fax: 909.866.8288 Email: fire@bigbearfire.org

## Public Records – Request to Examine and/or Copy

I am requesting (please check one) copy of \_\_\_\_\_ or to view \_\_\_\_\_ the following public record(s)  
[please be specific] :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to Government Code Section 6253c, “Each agency, upon a request for a copy of records, shall, within 10 days from receipt of the request, determine whether the request, in whole or in part, seeks copies of disclosable public records in the possession of the agency and shall promptly notify the person making the request of the determination and the reasons therefore.”

I understand that I will be charged a fee as follows:

Fees	Amount Due
Basic Fire Reports	\$25
Post Fire Investigation Report	Lesser of actual cost or \$500
File Research (minimum 15 min. increments)	\$35/Hr.
Total	

In unusual circumstances, the time limit prescribed in this section may be extended by written notice by the head of the agency or his or her designee to the person making the request, setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would result in an extension for more than 14 days.

Name (please print) \_\_\_\_\_ Signature \_\_\_\_\_  
Company \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorizing Officer: \_\_\_\_\_  
Processed By: \_\_\_\_\_  
Mailed/Picked Up-Date: \_\_\_\_\_

Fee Paid: \$ \_\_\_\_\_ FR-028  
Check No.: \_\_\_\_\_  
Receipt No.: \_\_\_\_\_

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