



Orange County Fire Authority

Public Records Request Form

Clerk of the Authority

Incident Report: \$7.50 per address; Misc Records: \$0.10 per page
Maps/Plans: Actual Cost by off-site vendor
CD Rom: \$4.00 Custom Report Costs: \$52.00 per hour, min 1 hour
Audio Transmission Duplication \$25.00
Certification \$2.00 per document FPPC documents \$0.10 per page
Fax Transmissions: additional \$0.10 per page

Return completed request to the OCFA Clerk of the Authority's Office, P.O. Box 57115, Irvine, CA 92619-7115,
by Fax to (714) 368-8826, or by email to COA@ocfa.org.
If you have any questions, please call our office at (714) 573-6040.

Date of Request: _____
Requestor's Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone w/Area Code: _____ Fax w/Area Code: _____
Email Address: _____
Delivery Preference: Pick-up ___ Mail ___ (must pay postage at US Rate) Fax ___ (additional \$0.10 per page)
Select Request Type: Incident Report ___ Investigation Report ___ Public Records ___

Please provide the following detailed information relative to type of request:

Incident/Investigation Report Request:

Date of Incident: _____
Location of Incident: _____

Public Records Request:

Request Details: _____

To be completed by Clerk's staff:

Incident Number(s)/PRA: _____
Completed by: _____ Date Completed: _____
Page Count/Materials Provided: _____ Time to Complete: _____