

# Richardson Fire Department

## Fire Report Request

Date of Request: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Person making Request: \_\_\_\_\_

Incident # (if known): \_\_\_\_\_

Delivery Method:

I would like my report mailed to:

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

Please fax my report to:

\_\_\_\_\_

I will pick my report up at:

**Fire Administration  
136 N Greenville Ave  
Richardson, TX, 75081**

Please fax Requests to:

Richardson Fire Department  
972-744-5799

You may also mail us at:

Richardson Fire Department  
Fire Marshals Office  
136 N Greenville Ave  
Richardson, TX, 75081

Hand delivered Requests to:

Richardson Fire Department  
Fire Marshals Office  
136 N Greenville Ave  
Richardson, TX, 75081

**Please allow up to 7 business days**

Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_