

**FAIRFAX COUNTY FIRE AND RESCUE
FREEDOM OF INFORMATION ACT REQUEST FORM**



*** Medical requests must include a HIPAA authorization form signed by the patient or legal guardian; if patient is deceased, their legal representative. Please make sure to indicate your relationship to patient if not the patient signing the [HIPAA authorization form](#).**

<u>REQUESTOR INFORMATION</u>		
Name	Day Phone	
Company	Street Address	
City	State	Zip
Please: <input type="checkbox"/> mail report <input type="checkbox"/> hold report for pick-up <input type="checkbox"/> fax report to (area code + #):		
<u>TYPE OF REQUEST</u>		
<input type="checkbox"/> EMS/Medical <input type="checkbox"/> Building/House Fire <input type="checkbox"/> Vehicle Fire <input type="checkbox"/> Water <input type="checkbox"/> Hazmat <input type="checkbox"/> Data & Stats <input type="checkbox"/> Other		
<u>REQUEST DETAILS (Please be specific and, if applicable, include date, time, and incident location)</u>		

Signature: _____

Date: _____

Submit completed form to the below address by mail, fax, or in person. If you would like to drop off in person, please call the incident support line at 703-246-3992, Monday – Friday.

**Fairfax County Fire & Rescue Department
FOIA Massey Bldg. 5th Floor
4100 Chain Bridge Road
Fairfax VA 22030
Direct Fax: 703-246-6096**

The Virginia Freedom of Information Act (VFOIA) (Chapter 37 of Title 2.2 of Code of Virginia) provides citizens of the Commonwealth of Virginia access to public records held by public bodies as defined in the Act.

A public body is permitted to make reasonable charges not to exceed the actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. Example of charges may include staff research time, postage, and copy fee of .10 cents per page. The requestor may be required to make a deposit if the estimate is over \$200. Fees are non-refundable. For any check returned for Non-Sufficient Funds (NSF), a \$35.00 fee will be charged.

Before processing a request for records, a public body may require the requestor to pay for any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

Please allow five business days for a response to your VFOIA request. If the record(s) cannot be practically provided within five working days; an additional seven days is then requested, within which the public body must make the record(s) available. You will be contacted if any delay is expected.

All VFOIA questions, please call the incident support line at 703-246-3992.

All non-Incident related VFOIA, please call the Office of the Fire Chief at 703-246-2546. Mail request to Fairfax County Fire & Rescue, ATTN: Office of the Fire Chief, Massey Bldg. 7th Floor, 4100 Chain Bridge Road, Fairfax, VA 22030.

FRD-169a **This document is for the sole use of the intended recipient(s) and may contain confidential and privileged information. This communication may also contain protected health information (PHI) that is legally protected from inappropriate disclosure by the Privacy Standards of the Health Insurance Portability and Accountability Act (HIPAA) and relevant Virginia Laws. If you have received this message in error, you should notify the sender immediately by telephone or by return e-mail and delete this message from your computer.**