



**Kamloops Fire Rescue**  
**1205 Summit Drive**  
**Kamloops BC V2C 5R9**  
**Phone: 250-372-5131 Email: [kfrrequests@kamloops.ca](mailto:kfrrequests@kamloops.ca)**



## INCIDENT/INVESTIGATION REPORT REQUEST APPLICATION

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Client/Individual(s) Involved: \_\_\_\_\_

Are you requesting access to another person's personal information?  YES  NO

*If "YES", please complete the City of Kamloops Authorization to Release Form, as Section 22 of the Freedom of Information and Protection of Privacy Act will be considered prior to the release of information or records.*

### SUBJECT INCIDENT

Kamloops Fire Rescue File No. (if known): \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Address or Intersection of Incident: \_\_\_\_\_

Additional Relevant Details of Incident: \_\_\_\_\_

**We hereby request that Kamloops Fire Rescue examine its present records to determine if it has an Incident Report pertaining to the above noted incident.**

**Please note: Kamloops Fire Rescue will not release records produced by other agencies, such as the Royal Canadian Mounted Police, BC Ambulance Service, or the Office of the Fire Commissioner for BC. It is the responsibility of the applicant to contact these agencies directly to request records.**

### WE ARE REQUESTING:

Name of Record	Fees	✓
Fire Incident Report (including medical and motor vehicle incident [MVI] and colour photographs, if applicable)	\$50 per incident	<input type="checkbox"/>
Fire Investigation Report (including colour photographs, if applicable)	\$150 per incident	<input type="checkbox"/>
Fire Incident additional information (such as notes, etc.)	\$50	<input type="checkbox"/>
Court Ordered Disclosure	\$85	<input type="checkbox"/>

(continued on next page)

**HOW TO MAKE A PAYMENT:**

Payment can be made in the following methods:

- cheque payable to: City of Kamloops  
mail to: Attention: KFR Requests  
1205 Summit Drive  
Kamloops BC V2C 5R9

Please mail the completed application form along with your cheque to prevent processing delays.

**OR**

- Debit Card or Cash - in person at **City Hall only** (7 Victoria Street West)  
\*NOTE: COK Clerk please credit 2209.4139

Please bring in the completed application form when making your payment in order to prevent processing delays. The completed package will then be automatically forwarded to Kamloops Fire Rescue.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**As per the *Freedom of Information and Protection of Privacy Act*, please allow for up to 30 business days for processing. Requests WILL NOT be processed until an original copy of this form is signed by the applicant, the City has received a signed City of Kamloops Authorization to Release Form (if applicable), and all applicable fees have been received in full.**

Request Reply by:  Email      Email: \_\_\_\_\_  
 Mail      Address: \_\_\_\_\_  
 Pickup

*Personal information is collected for the purposes of processing your request for records. The City of Kamloops is collecting this information under Section 26(c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information on this form, please contact the Privacy Officer at 250-828-3455 or email [foi@kamloops.ca](mailto:foi@kamloops.ca).*