



DUNCAN FIRE DEPARTMENT – REQUEST FOR INCIDENT REPORT

Submitted requests for incident reports will be responded to as quickly as possible, and reports will be ready within two business days of the request. The Duncan Fire Department's office hours are Monday through Thursday, 7:00 a.m. to 5:30 p.m. If you have any questions, please contact the Duncan Fire Department Administrative Offices at (580)251-7728.

Incident Date: ____/____/ 20 ____

Incident Address: _____

Incident Type: ☐ Medical ☐ Hazardous Material(s) ☐ Fire ☐ Other

PERSON OR BUSINESS AGENCY REQUESTING REPORT:

Name (first, middle initial, last): _____

Business Name (if applicable): _____

Mailing Address: _____ ☐ Check if same as incident address.

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (____) ____ - ____ Other: (____) ____ - ____

Email: _____@_____. ____ Fax: (____) ____ - ____

Relationship to the report (ie: owner, patient, reporter): _____

I WOULD LIKE A COPY OF THE REPORT IN ONE (OR MORE) OF THE FOLLOWING FORMATS:

- ☐ Paper (US Mail)
- ☐ Paper (Pick Up)
- ☐ Email
- ☐ Fax

Signature: _____ Date: ____/____/ 20 ____

OFFICE USE ONLY

Request Received By: _____ Date Received: ____/____/ 20 ____
(Print)

Incident Number: ____ - ____ Report Given: ____/____/ 20 ____

Report Sent:

- ☐ Paper (US Mail)- Attach Certificate of Mailing
- ☐ Paper (Pick Up)- Signature of Recipient: _____
- ☐ Email- Attach Delivery & Read Receipt
- ☐ Fax- Attach Facsimile Confirmation

Signature: _____ Date: ____/____/ 20 ____

February 16, 2023