Print Form

Submit by email

# Las Vegas Fire & Rescue

Records / Information Request
500 N. Casino Center Blvd.
Las Vegas, Nevada 89101
P (702) 229-0147 F (702) 383-1168

Date Requested _____ Incident # _____

Check Desired Report Type: ☐ Fire Report ☐ Medical Aid Report ☐ Other

If Other, Please Describe: _____

Address / Intersection of Occurrence: _____

Occurrence Date: _____ Approximate Time of Occurrence: _____

Name of Owner/Occupant/Victim/or Business at Location: _____

Requestors Information:

Name: _____

Address: _____

City: _____ State: NV Zip Code: _____

Phone Number: _____ Fax: _____

Email: _____

*$0.60 cents per page for medical records*
*$1.00 per page for fire / other incident records*
*We accept most payment types except American Express.*
*Checks accepted payable to the City of Las Vegas or LVFR.*

TOTAL # OF PAGES: _____ @ $ _____ = $ _____

TOTAL COST $ _____

Signature of Records Clerk: _____

Check # _____ Transaction # _____

**Las Vegas Fire & Rescue**
Records Division
500 N Casino Center Blvd
Las Vegas, NV 89101
(702) 229-0147
FAX (702) 383-1168
lvfrrecords@lasvegasnevada.gov

# HOW TO OBTAIN OFFICIAL REPORTS

## FIRE REPORTS

Fire incident reports are considered public record and are available upon request. Fire reports are available at the above address during normal business hours Monday through Thursday from 8:00 AM to 5:00 PM.

- It is suggested that you contact us by phone, fax or email to ensure the report is available.
- You will need to provide the date and the address/intersection of the incident.
- A copy fee of $1.00 per page applies to all fire / non-medical requests for records.
- Requests can also be mailed or faxed to our office. Please complete a records/ information request form and send it to the above address or fax number.

## MEDICAL AID / TRANSPORT RECORDS

Reports involving any type of medical treatment are considered confidential information and are protected by law. These reports may be released only to the patient or an authorized representative or agent of the patient.

Per Las Vegas Fire & Rescue requirements we need the following items before we can release medical records:

√ A NOTARIZED medical release signed by the patient. If a notarized release is not available to you, the records will need to be requested by Subpoena, along with a medical release.
√ A copy fee for medical records will be provided at the $0.60 cent per page copying fee per NRS 629.061.
√ Completed records information request form.

### ATTORNEY OR INSURANCE COMPANIES

- Please note that all requests from attorneys or insurance companies for medical records and a billing statement must be accompanied by a **NOTARIZED RELEASE** signed by the patient.
- Requests received for medical records **WITHOUT** a notarized release will be **returned** to sender.
- Please include the patient's name, date of incident and incident location on your request for records.

- Requests for records can be mailed or faxed to our office at the above address and fax number. Please make sure all documents are legible.

**PATIENT**

- The patient may pick up a copy of their records in person by presenting valid photo identification.
- If the patient is a minor child, a parent or legal guardian must present valid photo identification and a birth certificate for the minor patient.
- If the patient is deceased, you must provide a death certificate naming you as the next of kin and provide your photo identification.

**BILLING INQUIRES ONLY**

If you are looking for a verbal confirmation of a balance or provide insurance information, please contact our billing company directly at **1-800-339-1159**.