

# Sun Prairie Fire Department

Fire Prevention Bureau



135 N. Bristol St.  
Sun Prairie, WI 53590

608-837-5066 (Phone)  
[www.cityofsunprairie.com/fire](http://www.cityofsunprairie.com/fire)

608-837-1076 (Fax)

## Open Records Request Form

To be filled out by Requestor:

Name:	Date of Request:
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Address:
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Phone Number:	Email Address:
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Address of Incident:	Date of Incident:
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Information requested (please be specific):
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*\*Reports from other agencies are not included with this request and may be obtained by contacting the appropriate agency*

**Please note there is a \$15 processing fee per report. Reports cannot be processed without payment.**

**Please make Check Payable to: Sun Prairie Fire Department**

**\*\*For Office Use Only\*\***

<b>Request Fulfilled By:</b>	<b>Date:</b>
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Partially Approved <input type="checkbox"/> Request Denied	<b>Reason for partial approval or denial:</b>
<b>Payment Received? (\$15 processing fee)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____