**Northwest Consolidated Fire District**

***Serving De Soto and Northwest Johnson County, Kansas*9745 Kill Creek Rd.; De Soto, KS 66018 (913) 583-3886**

**REQUEST FOR RECORD COPY**

**TO BE COMPLETED BY REQUESTOR**

REQUESTOR’S NAME:   
  
REQUESTOR’S ADDRESS:   
  
REQUESTOR’S EMAIL ADDRESS:   
  
REQUESTOR’S TELEPHONE NUMBER:   
  
REQUESTOR’S ROLE (OWNER, INSURANCE, ETC.):   
  
DATE OF REQUEST: DATE OF INCIDENT:   
  
INCIDENT ADDRESS:   
  
INCIDENT REPORT NUMBER:   
  
DESCRIPTION OF INCIDENT:

# COPIES REQUESTED: \_\_\_\_\_\_\_\_\_\_  
  
DELIVERY PREFERENCE: EMAIL / IN-PERSON PICKUP / OTHER:

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADVISORY: No person shall knowingly sell, give, or receive, for the purpose of selling or offering for sale, any property or service to persons listed therein, any list of names and addresses contained in or derived from public records, unless otherwise specified.

K.S.A 1988 Supp. 21-3914; CHARGES: A charge for providing access to public records is authorized by state law and established by the NWCFD governing body. These charges are set at a level to compensate the Fire District for the actual costs incurred in honoring your request. The fee schedule established by the Fire District is posted in this office. Prepayment of the fee may be required.

**TO BE COMPLETED BY THE RECORD CUSTODIAN**

REQUEST RECEIVED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_ REQUEST FILLED: DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 TIME: \_\_\_\_\_\_\_\_\_\_ \_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
NUMBER OF COPIES: \_\_\_\_\_\_\_\_\_\_\_\_\_  
CHARGES: \_\_\_\_\_\_\_\_\_\_\_\_\_  
RECORD CUSTODIAN: \_\_\_\_\_\_\_\_\_\_\_\_\_