

CITY OF Beachwood

Law Department • 25325 Fairmount Boulevard • Beachwood, Ohio • (216) 595-5462
Public Records Request Form – Fire Department

PLEASE NOTE: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, a public office may ask that a request be in writing, disclosing the identity of the requester and/or stating the intended use, when a written request, disclosure of identity or intended use would enhance the ability to comply with the request.

Name:*	
Agency/Company:*	
Address:*	
Phone:	
Fax No.:	
Email Address:	

*** Optional Information**

Please provide as much of the following information as possible so that we may easily locate the information you are requesting. Please attach copies of any documents that may describe your request, i.e. subpoenas, letters, etc. Also, please indicate the desired method of delivery. The method of delivery may be at the City's discretion based upon how the documents are maintained. You may email this sheet to law-web@beachwoodohio.com. You may also fax this sheet to (216) 595-5466.

Records Requested	
Information: <input type="checkbox"/> Fire Report <input type="checkbox"/> EMS Report** <input type="checkbox"/> Photos	
<input type="checkbox"/> Other (describe)	
Involved Party: Name: _____ Address: _____	
(Insured/Client)	
Date of Birth: _____	
Incident:	Type of Incident: _____ Date of Incident: _____
	Location of Incident: _____ Report Number: _____

For requests for up to nineteen (19) 8 ½ x 11 sized pages, copies will normally be made at City Hall at no cost. Copies totaling more than nineteen (19) pages, color copies, or copies which are not 8 ½ x 11 will be made by an outside copying service. At the City's discretion, copies may be made by the City at a cost of \$0.05 per page (single side); you must provide a self-addressed, stamped envelope for return of the documents to you by mail. **** Release of EMS Report requires a signed authorization from the patient.**

Method of delivery:

Hard Copy _____ Email _____ Fax _____ Review first _____

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular business hours. Upon request, the City is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action.

Signature: _____ Date/Time of Request: _____

Following to be completed by City:

Date Filled:	No. of Pages:	Fee:	Filled by:

Revised January 16, 2019