



# Spanish Fort Fire - Rescue

7580 Spanish Fort Blvd ♦ Spanish Fort, AL 36527  
Non Emergency / Business 251.626.8876 ♦ Facsimile 251.626.3473  
www.spanishfortfire.org

Roger R. Few  
Fire Chief

Station 1  
7580 Spanish Fort Blvd  
Spanish Fort, AL 36527

Station 2  
10628 U.S. Hwy 31  
Spanish Fort, AL 36527

Station 4  
9871 D'Olive Road  
Spanish Fort, AL 36527

## REQUEST FOR MEDICAL INCIDENT REPORT

### Duly Appointed Personal Representative of a Deceased Person

#### INSTRUCTIONS:

1. This form is for use by duly appointed representatives of a deceased person.
2. All indicated information, documentation, and the required payment must be submitted with the form in order to obtain the record.

#### Duly Appointed Personal Representative (person making request for record):

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Contact Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_

<b><u>FOR FIRE DEPARTMENT USE ONLY</u></b>	
Incident #:	_____
Request handled by:	_____
Date:	_____ Fee Required? <input type="checkbox"/> Paid? <input type="checkbox"/>
Amt \$	_____ Cash Check #: _____
Signature:	_____

#### Patient Information

Patient's Name: \_\_\_\_\_

#### Incident Information

Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_

Incident Location / Address: \_\_\_\_\_

#### **Please include the following with this request:**

- Copy of requester's driver's license or other equivalent photo I.D.
- Copy of legal document that identifies requester as the personal representative.
- Payment in the amount of \$10.00, checks or money order payable to "Spanish Fort Fire Rescue"

**I affirm that I am the duly appointed personal representative for the named patient and that the information and documents presented are valid and true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please note that this request will be fulfilled as quickly as possible but may take up to 14 days.**

\*Upon completion of this request, forward request to Fire Chief for fulfillment. The research/duplication fee for incident reports is \$10.00 and if required, must be paid before records will be released.