



**LUKE A. BRONIN**  
MAYOR

# CITY OF HARTFORD

HARTFORD FIRE DEPARTMENT  
253 High Street  
Hartford, Connecticut 06103  
P: (860) 757-4530  
F: (860) 722-8249  
www.hartford.gov



**REGINALD D. FREEMAN**  
Fire Chief/Emergency  
Management Director

## REQUEST FOR DOCUMENTS

Date \_\_\_\_\_

Fire Marshal:

The undersigned requester has requested documents and has been informed that the fee will be 50¢ per copy and payment is due upon completion and you will be notified by the Fire Marshal's Office the amount to mail in or you can pick up.

I, \_\_\_\_\_ having read the above stated information  
**Requester**

request copies of document's at:

Requesting information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

(  ) Will return to Fire Department and pick up:

Call at: \_\_\_\_\_

Email at: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Requester**

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### OFFICE USE ONLY

Payment Date: \_\_\_\_\_ Amount: \_\_\_\_\_ (  ) OK to Release Initials: \_\_\_\_\_

(  ) Cash (  ) Check # \_\_\_\_\_ Rec# \_\_\_\_\_

Request Taken by FMO: \_\_\_\_\_