



Illinois Valley Fire District

681 Caves Highway
 Cave Junction, OR 97523
 phone: 541-592-2225 • fax: 541-592-6122
 www.ivfire.com

Internal Use Only:	
Date request received:	
ID verified (Staff Initials)	
Date payment received:	
Date sent:	
IVFD Staff Initials:	
IVFD Run #:	
Fee Estimate:	\$

IVFD RECORDS REQUEST FORM

See Public Records Policy for guidelines, instructions and fees.

Mail request to: Illinois Valley Fire District
 681 Caves Hwy
 Cave Junction, OR 97523

Or email to: customerservice@ivfire.com

Basic Incident Report			
Date of Incident:		Call Type:	
Incident Location:			
Relationship to Incident:	<input type="checkbox"/> District Resident	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Involved Party
	<input type="checkbox"/> Insurance Co.	<input type="checkbox"/> Other	_____

Public Record	
Date Range:	
Subject Matter / Specific Request:	

Requested by:	
Print Name:	
Signature:	
Date:	
Fee Estimate:	
If Fee is estimated to be over \$25.00, Requestor is provided with a written notification of estimated amount and is requesting the District to proceed with the Records Request process by signing hereto:	
Signature from Requestor to proceed (aware of estimated costs):	