



## MISSION FIRE DEPARTMENT

### PROCEDURES FOR REQUESTING AN INCIDENT OR INVESTIGATORS REPORT

#### INCIDENT REPORT

- 1) RECORD RELEASE REQUEST FORM MUST BE COMPLETELY FILLED OUT.
- 2) ONCE REQUEST HAS BEEN SUBMITTED TO OUR OFFICE AND INCIDENT REPORT IS COMPLETED, CUSTOMER WILL BE CONTACTED THAT REPORT IS READY TO BE PICKED UP, IT CAN ALSO BE MAILED OR FAXED AT THE CUSTOMERS DISCRETION.

#### INVESTIGATORS REPORT

- 1) INVESTIGATORS REPORT IS ONLY ISSUED OUT TO A LAWYER (IF ONE HAS BEEN HIRED) OR TO THE INSURANCE COMPANY.
- 2) REQUEST MUST BE ON COMPANY LETTER HEAD PAPER TO ALSO INCLUDE A SIGNATURE. ONCE REQUEST HAS BEEN SUBMITTED TO OUR OFFICE AND INVESTIGATORS REPORT HAS BEEN COMPLETED BY INVESTIGATOR. REPORT CAN BE PICKED UP IN PERSON OR SENT VIA CERTIFIED MAIL.

#### THE FOLLOWING ARE THE METHODS ON HOW REPORTS CAN BE REQUESTED

- IN PERSON
- MAIL  
MISSION FIRE DEPARTMENT  
415 W. TOM LANDRY AVE.  
MISSION, TEXAS 78572
- E-MAILED  
[ceciliafire@yahoo.com](mailto:ceciliafire@yahoo.com)
- FAXED  
956-580-8712

**RECORDS REQUEST ARE BILLED AT \$10.00 PER REQUEST**