

RIGHT-TO-KNOW

REQUEST FOR INFORMATION



BAKERSFIELD FIRE DEPT.
Prevention Services
2101 H Street
Bakersfield, CA 93301
OFFICE: 661-326-3979
FAX: 661-852-2171

Page 1 of 1

PROCEDURES FOR OBTAINING FIRE DEPARTMENT INFORMATION REGARDING A PROPERTY

Anyone requesting information regarding a file(s) that contains information on properties with the City of Bakersfield-Office of Prevention Services, may do so during the normal business hours, **Monday-Friday, 8:00 a.m.-5:00 p.m.** The requester is required to fill out an Information Request Form. This form must be filled out entirely, with a signature at the bottom, *confirming that they understand that a file research fee charged in 15-minute increments and, a fee is charged for copies for each page.*

If the information request form is faxed to this office for a reply, **the policy in the Office of Prevention Services is to not give any information regarding a file(s) over the phone to ensure that information in the file(s) is not misinterpreted.** If they are unable to come in and review the file(s), **in cases such as these, the entire file(s) is/are copied at the current rate.** After the requester has reviewed the file and copies have been made (if requested), a receipt is issued showing the total payment due and payable upon receipt. **We will not send copies until the payment has been received. Please make checks payable to: City of Bakersfield.**

NOTE: If the requester requests in writing that there is "no record at that location," this request can only be written by Howard Wines, Director of the Office of Prevention Services.

DATE REQUESTED	DATE COMPLETED
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REQUESTERS NAME & MAILING ADDRESS

REQUESTER'S NAME	FAX NO.	
COMPANY NAME	PHONE	
STREET NO & NAME	CITY	ZIP CODE

INFORMATION REQUESTED OF

BUSINESS NAME		
STREET NO & NAME	CITY	ZIP CODE

WHAT INFORMATION ARE YOU SEEKING (BE SPECIFIC)?

I understand that this information is based upon information submitted by businesses to the Fire Department and the accuracy of this information cannot be guaranteed. The receipt, storage, and distribution of this information in no way imply Bakersfield Fire Department's approval or endorsement.

The charge for copies is \$.02. If it is necessary to create and compile data, our charge will be \$51.00 per/hr for file research fee, charged in 15-minute increments at \$12.75. Payment due upon receipt of all copies

X _____ Signature