PUBLIC RECORDS REQUEST

Gresham Fire & Emergency Services retains fire reports, medical response records and commercial occupancy inspection forms. All requests for research must be in writing. Please allow 4-5 working days per request.

FEES

- $10.00 for the first 10 pages of a report, $1.00 for each additional page + $5.00 minimum postage fee
- $0.25/page/side for other records + $5.00 minimum postage fee
- $5.00 for a USB drive if photos are available
- $35/hr. + listed fees when request requires between 30 minutes and two hours of staff time; two hours or more is charged at actual staff time costs. A deposit is required.

Fees for research and copies are due at the time information is provided (unless otherwise noted) and may require photo ID. We accept cash, checks made payable to the **City of Gresham**, or credit cards with additional fees (see reverse for instructions).

Property/Incident Records Request

Location or Address:_____Incident Date:_____

(Check all that apply)

        Fire Incidents   Underground Storage Tanks (UST)

        Hazardous Materials   Aboveground Storage Tanks (AST)

        Other (specify)_____

Medical Records Request

Individual's Name:_____Incident Date:_____

Location or Address of Incident:_____

        Records will not be released without one of the following:

- A signed medical release form (notarization required)
- The patient, family member, guardian, or executor presents proper identification, in person, at the Gresham Fire Administration Office (review by the City Attorney may be required)
- Subpoena (to be reviewed by the City Attorney)

Requested By

Contact Name:_____

Agency/Organization:_____

Phone:_____Fax:_____

Email:_____

Mailing Address: _____

Credit Card Payment Instructions

Type GreshamOregon.gov/Services/Pay-Your-Bill-Online in your web browser.

Go to the Misc. Charges tab and click the Pay Now button.

Click Miscellaneous.

In the dropdown menu, choose Fire Department Fee.
Enter an invoice number or description of payment, such as Public Records Request.
Enter your organization or your name in the Customer or Account Number and Name on Invoice boxes.
Fill in the payment amount.
Enter your phone number and email address.

Click Confirm Your Information - Add Selected Invoices – Proceed to Payment.
Choose your payment method and click Continue to Payment Information.
Enter your payment information and click Continue to Review Payment.
Click Process Payment when you are ready to make the payment.