



# TIMBER LAKES VOLUNTEER FIRE DEPARTMENT

3434 Royal Oaks Dr., Spring, TX 77380 – 281-367-0373

## RECORDS REQUEST FORM

Please fill out the Open Records Request form below to request your records. The Timber Lakes Volunteer Fire Department accepts records request form via email, facsimile transmission, or by US Mail.

\*Make a copy of this form for your records. Call 281-367-0373 if you have any questions about this form.

Please complete below with your information.

Name: \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Type of Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Type of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Please understand that the original records are property of the Timber Lakes Volunteer Fire Department and are not to be removed from this office. Please also understand that only records generated by the Timber Lakes Volunteer Fire Department can be released.

\_\_\_\_\_  
(Signature of Requestor)

\_\_\_\_\_  
(Date)