



Tahoe Douglas Fire Protection District

Scott Lindgren, Fire Chief | Bryce Cranch, Assistant Chief
Larry Schussel, Chair | Greg Felton, Vice Chair
Ben Johnson, Trustee | Janet Murphy, Trustee | Stacy Noyes, Trustee

Date/Time of Request: _____

Received By (TDFPD Only): _____

Requestor's Name: _____

Requestor's Phone Number: _____

TDFPD Date Stamp:

Detailed description of the records being requested including –
Patient Name, Date, Time, & Location of accident:

Format for this information: Faxed Certified Mail Hard copy for pickup

If you select fax or mail - Fax #: _____ Mailing Address: _____

*Please note that your request will be processed and completed within **7-10 business days**

Requestor Signature: _____

Office Use Only

Review Status	
Receipt acknowledgement issued	_____
Estimated completion issued	_____
Total Cost of Request:	\$ _____
Date payment received:	_____
Amount	\$ _____
Received by	_____

P.O. Box 919 – 193 Elks Point Road – Zephyr Cove, Nevada 89448

Phone (775) 588-3591 Fax (775) 588-3046

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Revised 2023

All Records Request will cost \$20.00 per record and can be paid for online by card, in person or by mail with a check or cash. TDFPD will not begin processing your request until after we have received your payment. After we receive your payment, you should receive your request in 5-7 business days.

*Please note, Nevada Revised Statutes Chapter 239 does not require the Fire District to respond to general requests for public information not contained in a public book or record nor does it require the Fire District to generate a public record or public book that does not currently exist.

To the extent Fire District staff can efficiently provide answers to general requests, which do not identify a specific public record or public book, it will do so as long as it does not require an extraordinary amount of time or interfere with its required obligations and duties.

Under NRS 239.0107, Fire District staff has until the end of the fifth business day after the request is made and payment completed to furnish the public record/book or respond to the request. If the request requires the extraordinary use of staff or resources, for example if it takes more than 60 minutes to perform research or to make copies, an additional fee may be required. The requester will be notified of any fee for extraordinary use of staff or resources prior to copies being made.

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