



Lathrop-Manteca Fire Protection District

19001 Somerston Parkway, Lathrop, California 95330

• (209) 941-5100 • Fax (209) 941-5115 • www.lmfire.org •

RE: REPORT REQUEST

Dear Requesting Party;

In order to obtain a copy of an incident report from our fire department there are several factors that must be met. First of all, the preferred method of a report request is in written format. Please include the date, time, address of incident number if available, relationship to the involved if any, and contact information. You may mail, fax, e-mail or bring in your request letter and form to the address listed above. Please also include a check or money order in the amount of \$15.00. Requests will not be processed unless fees have been received. Upon the completion of any pending investigations, inspections or approval of report release, you will be notified. Please indicate the preferred method of delivery: mail, fax or pick-up in person. If you have any questions please contact Debbie or Becky at the administration office at (209) 941-5104. *Please make checks payable to Lathrop-Manteca Fire District or LMFD.*

Thank you,

Lathrop-Manteca Fire District