



Roswell Fire Department
Request for Fire/EMS Incident Report
Please Allow Three (3) Days for Processing

Person Making Request	
Name:	_____
Representing:	_____
Street Address:	_____
City:	_____ State: _____ Zip Code: _____
Telephone Number:	_____

Incident Number: _____

Incident Location: _____

Incident Description:

FOR DEPARTMENT USE ONLY	
Incident Number: _____	RFD Employee Handling Request & Date Report Delivered:
Date Received: _____	
Date Report QC'd: _____	

Please email this report request form to the Roswell Fire Department Administration at fire@roswellgov.com.

EMS reports will only be released to the patient involved in the incident after showing proper ID or by subpoena or court order – they **CANNOT** be faxed or mailed.

Fire reports can be mailed to the address submitted on this form or picked up at the Fire Department's Administration Office.

Roswell Fire Department's Administration address: 1810 Hembree Road, Alpharetta, GA 30009
Phone: 770-641-3730
www.roswellgov.com