



1333 NW Eastman Parkway, Gresham, Oregon 97030-3813  
Phone 503-618-2355 • Fax 503-666-8330  
GreshamOregon.gov/fire  
GFD@GreshamOregon.gov

## **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

Hazardous Materials

Other (specify) \_\_\_\_\_

Underground Storage Tanks (UST)

Aboveground Storage Tanks (AST)

### **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](http://GreshamOregon.gov/Services/Pay-Your-Bill-Online) in your web browser.

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

<b>Utility Bills</b>	<b>Business and Rental Licenses</b>	<b>Misc. Charges</b>	<b>Permit Fees</b>	<b>Sponsorships and Donations</b>
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**Pay now** >

- For miscellaneous fees and services such as code violations, fire inspections, and rental housing violations.
- Pay by phone at 1-844-813-4738; an additional fee will apply for phone transactions.

Click Miscellaneous.

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.

### Miscellaneous

For miscellaneous fees and services such as code violations, fire inspections and rental housing violations.  
[Click for more information.](#)

For electronic payments using ACH or EFT (Automated Clearing House/Electronic Funds Transfer) from your checking or savings a transaction fee of \$1.95 is charged; no limit on payment amount. For payment with a credit or debit card there is a per transaction fee of 2.5% with a \$2.95 minimum fee.

<b>Miscellaneous *</b> <input type="text" value="Fire Department Fee"/>	<b>Customer or Account Number</b> <input type="text" value="Your Organization or Name"/>
<b>Invoice or Bill Number *</b> <input type="text" value="01012020"/>	<b>Name on Invoice *</b> <input type="text" value="Your Name"/>
<b>Amount *</b> <input type="text"/>	<b>Phone Number *</b> <input type="text" value="000-000-0000"/>
<b>Email Address *</b> <input type="text" value="your.email@youreemail.com"/>	

**Confirm Your Information** >

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.