



FIRE DEPARTMENT

CITY OF CONCORD

24 Horseshoe Pond Lane
Concord, NH 03301
www.concordnh.gov/fire

Concord Fire Research Request Form

Please make your request for research by filling out this form as completely as possible. Provide as much detail about the type of information you need including dates, locations, types of incidents, environmental requests, etc.

It may take 7 to 10 business days to complete your research request depending on the extent of the search. We have both electronic records and archived paper records to review for these requests. If you have a deadline, please indicate it on this form as well. We will make every effort to respond to your request in a timely manner.

Fees for research and copies by the Fire Prevention Bureau staff are as follows. Fees apply whether the information requested is located or not located.

Search Fees: The first 15 minutes of research is free of charge; thereafter, the fee is \$30.00 per hour of research.

Copies: \$.25 per page.

Date of Request: _____

Name: _____ Phone: _____

Address: _____

E-mail: _____ Date Needed: _____

Do you want us to call you before continuing research beyond 15 minutes? (Circle one) YES NO

What specific information are you looking for? _____

Other information that may help us to locate the record? _____

Please contact the Fire Prevention Bureau at (603) 225-8651 with any questions. Completed forms should be submitted to the Fire Prevention Bureau by e-mail at fire@concordnh.gov or by fax at (603) 225-5833.