



## LEE FIRE & RESCUE DEPARTMENT

20 George Bennett Rd.  
603.659.5411



### INSTRUCTIONS FOR REQUEST OF REPORTS

1. A check or money order, payable to the TOWN OF LEE, for the amount of \$10.00 (ten dollars) is required at the time this request is made.
2. Applications must be accompanied with the proper fees, or they will not be processed.
3. All request take between 7-10 days to process. Please only call the department at 659-5411 during normal business hours to check on the status of our report after 7 day period has elapsed.
4. Please note that information protected by the HIPPA Act will not be released.

I would like to request a copy of the above report from the Lee Fire & Rescue Department. I have enclosed the money fee in check or money form made payable to the Town of Lee, and understand this request will take between 5 to 10 days to process.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please MAIL this report to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please CONTACT me to pick-up report:  
Tel#: \_\_\_\_\_



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### APPLICATION FOR COPIES OF PUBLIC RECORDS

Read Instructions for Review Carefully

#### PERSON OR COMPANY FOR WHICH INFORMATION IS REQUESTED

Please type or print legibly

BUSINESS NAME/ PERSON: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/ STATE/ ZIP: \_\_\_\_\_

#### INFORMATION REQUESTED BY:

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY/ STATE/ ZIP: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

#### INFORMATION REQUESTED

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