

101 E. Court St
Suite 208
Seguin, Texas 78155
(830) 303-8856
(830) 401-0998 Fax



**GUADALUPE COUNTY FIRE MARSHAL'S OFFICE
PUBLIC INFORMATION REQUEST**

\$5.00 FEE PER REPORT
IN PERSON: CASH & EXACT CHANGE ONLY
BY MAIL: **DO NOT** SEND CASH! MONEY ORDER OR CASHIERS CHECK ONLY
NOT ACCEPTED: CREDIT CARDS OR PERSONAL CHECKS

THE TEXAS PUBLIC INFORMATION ACT requires the Guadalupe County Fire Marshal's Office respond to your request within ten (10) working days.

Name of Person Requesting Information:

Office personnel will need to see valid photo ID; If submitting by mail, enclose a copy of ID

Address: City: State: Zip:

Phone #: FAX Number: (if you want report faxed)

PLEASE INDICATE TYPE OF REPORT

FIRE OTHER Guadalupe County Case # (if known):

If you do not have a Case #, you must provide ALL information below

Date: (when incident happened) If multiple reports, give date range: Date From: Date To:

Person(s) Involved in Incident

First Name: Last Name:

First Name: Last Name:

Location where incident happened

Address: City: State: Zip:

VEHICLE FIRE Date: Time:

Driver's First Name: Last Name:

Owner's First Name: Last Name:

Location of Vehicle Fire:

Vehicle Year: Make: Model: License Plate(if known)

Signature of Person Requesting Information

Date

FOR OFFICE USE ONLY

Approved: _____ Date: _____ Declined: _____ Date: _____

COMMENTS: _____

Receipt# _____ Clerk: _____ Pickup: _____ Mailed: _____ Fax: _____



**GUADALUPE COUNTY FIRE MARSHAL'S OFFICE
PUBLIC INFORMATION REQUEST FEE SCHEDULE**

Open records requests must be made in writing to the Guadalupe County Fire Marshal's Office. There may be fees for the open records, depending upon the information that is requested.

Records may be obtained at the Fire Marshal's Office, located at 101 E. Court St, Suite 208, Seguin, Tx 78155.

You may download the Open Records Request and send it to the Fire Marshal's office by regular mail or fax. You will be contacted with the fees that are required, which must be paid prior to the release of records. The Fire Marshal's Office can only accept cash for the exact amount, Money orders, or Cashier Checks. Open records requests can take up to ten (10) days to process.

If you have any questions regarding the information that is requested on the open records request, please call (830) 303-8856.

Listed are fees for commonly requested information. Other requests may incur additional fees.

Copies of Reports	\$ 5.00 each (\$0.10 per page after 10 pages)
Copies of Recordings	\$ 5.00
Research and Assembling Information	\$ 75.00 \$ 25.00 per hour