



Request for Public Records

Valley Regional Fire Authority
1101 D Street NE
Auburn, WA 98002

REF# _____ (VRFA Use Only)

VRFA Records Department
HIPAA Compliant Records Request Portal
www.vrfa.org/records
Office: (253) 288-5800

DID YOU KNOW that you can request records through our website at vrfa.org? By creating an account, you can submit records requests, track the status of your requests, pay invoices, and communicate with our department—all through our online HIPAA compliant customer portal. Skip the paper and save time by creating an account at vrfa.org/records.

REQUESTOR'S CONTACT INFORMATION *Please fill out completely*

LAST NAME:		MAILING ADDRESS:			
FIRST NAME:	MI:	CITY:	STATE:	ZIP:	
COMPANY NAME:					
EMAIL:		PHONE #:		FAX #:	

INFORMATION/RECORDS YOU ARE REQUESTING

TYPE OF RECORD - <u>Check all that apply:</u>	ADDRESS/INTERSECTION of INCIDENT/BUSINESS	
Fire Incident	ADDRESS:	
Medical Incident*	CITY:	VRFA INCIDENT #: CAF- _____ <i>(if known)</i>
Adult Patient	DATE & TIME OF INCIDENT:	
Minor Child Patient	PATIENT/BUSINESS NAME:	
Deceased Patient		
Billing Records/Documents		
Environmental Records/Documents		
Other (describe details below)		

Please describe in as much detail as possible what you are looking for, or need copies of:
(i.e. medical report, fire incident report, business occupancy information, etc.)

AUTHORIZATION FOR MEDICAL RECORDS

***If requesting medical information**, has a signed Medical Authorization Release Form *(form can be downloaded from vrfa.org/records)* and a copy of the requestor's government-issued photo ID been attached to this request? It is required for release of medical records:

NOT APPLICABLE YES

PUBLIC RECORDS STATEMENT

REQUESTS FOR PUBLIC RECORDS WILL BE RESPONDED TO/ACKNOWLEDGED WITHIN FIVE BUSINESS DAYS per RCW 42.56. By submitting this request, I understand that Washington State Law limits certain uses, including, but not limited to RCW 42.56.070, prohibiting using lists of individuals for commercial purposes. I hereby declare under penalty of perjury, under the laws of the State of Washington, that the requested records shall not be used in violation of State Law.

RETURN METHOD

Using the contact information above, I prefer my completed records to be returned by: ***Note: Medical records will NOT be e-mailed. If you've requested medical records, please choose a different option for return.*

Mail Email** Call me to pick them

Check here if you wish to make an appointment to view the records indicated above before copies are made

RETURN YOUR COMPLETED REQUEST USING ONE OF THE FOLLOWING METHODS:

- Preferred Method:** [HIPAA Compliant Records Request Portal](http://vrfa.org/records)
- Mail your completed request to:
Valley Regional Fire Authority, Attn: Records
1101 D St NE, Auburn WA 98002