



Emergency Incident Report

Request Form

A \$106.61 application fee per incident report must accompany all requests for Toronto Fire Services Emergency Incident Reports. Mail a cheque or money order payable to City of Toronto along with this form to:

Toronto Fire Services Headquarters, Incident Reports/RMS Section, 4330 Dufferin Street Toronto ON M3H 5R9

Please allow a minimum of **60 business days** for processing. A copy of the incident report will be sent via secure file transfer to the email address or mailed to the mailing address provided on this form.

Incident Information

Incident Date (yyyy-mm-dd)		Incident Time	Incident Number (If known)
Street Number	Street Name		Suite/Unit Number
Incident Type ☐ Fire ☐ Vehicle ☐ Medical ☐ Other (Please specify in additional details)			
Additional Details: Include any information that will help in the search for the correct incident, e.g. vehicle(s) description, type of incident (if "Other" selected). This will help ensure the appropriate incident report is released.			

Applicant Contact Information

Company Name (if applicable)		File Number (if applicable)
First Name (print)		Last Name (print)
Telephone Number	Alternate Number	Email

Mailing Address

Street Address		Suite/Unit Number
City/Town	Province	Postal Code
Applicant Signature		Date (yyyy-mm-dd)

For more information about the TFS Incident Reports please call 416-338-9338 or email tfsreports@toronto.ca

Office Use Only

Received Date			Fee Received Date			Due Date			Request Number
Year	Month	Day	Year	Month	Day	Year	Month	Day	

Toronto Fire Services collects personal information on this form under the legal authority of the City of Toronto Act, 2006, section 136(c), the City of Toronto Municipal Code, Chapter 79, Fire Services, section 79-8(A-B) and the City of Toronto Municipal Code, Chapter 441, Fees and Charges, Appendix B - Schedule 1, Fire Services, Reference Number 43. The information will be used for responding to your request for Toronto Fire Services records. Questions about this collection can be directed to the Division Chief of Policy, Project and Public Information, Fire Services, 4330 Dufferin Street, 3rd Floor, Toronto, Ontario, M3H 5R9 or by telephone at 416-338-9550.