



Oak Island Fire Department  
8510 E. Oak Island Drive  
Oak Island, NC 28465

Lee Price – *Fire Chief*

Chris Sillings – *Asst. Fire Chief*

Samantha LeFauve- *Administrative Assistant*



### Request for EMS/Fire Report

Please refer all requests of a copy of the Oak Island Fire Department records Monday-Friday, 8:30am to 4:30pm at 910-278-1000. **Please Note:** Allow 5-10 business days processing time.

Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Incident Address: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Incident Time: \_\_\_\_\_ (AM / PM)

**Type of record(s) needed:**  **EMS Report**  **Fire Report**

Person(s) Requesting Record: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Department (if applicable): \_\_\_\_\_

Citizen  Law Enforcement Officer  Doctor Office  Medical Examiner  
 DA's Office  Private Attorney  Department of Social Services

Reason(s) for request: \_\_\_\_\_

**Confidential medical records can only be released to the patient, the patient's guardian, the patient's health care power of attorney, or an executor/executrix of the patient's estate (Must provide proof).**

Record received by \_\_\_\_\_

Date \_\_\_\_\_

**Signature of person authorizing release of medical  
Information (as specified above).**

Date \_\_\_\_\_

\*\*(office signature only)\*\*

**Office Use Only**

Date Processed: \_\_\_\_\_

Incident # \_\_\_\_\_

Released Initials: \_\_\_\_\_

Fee Collected By: \_\_\_\_\_

Main (910) 278-1000  
Key Code 4410