



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: \_\_\_\_\_

