



Vincent C. Gray
Mayor

GOVERNMENT OF THE DISTRICT OF COLUMBIA D.C. FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT



Eugene A. Jones
Interim Fire and EMS Chief

How To Obtain Records from the Department

Unless otherwise noted on this page, any record(s) requested from D.C. Fire and Emergency Medical Services is considered a Freedom of Information Act (FOIA) request.

• **Address Requests To -**

D.C. Fire & Emergency Medical Services Department
Office of Information and Privacy
Attn: FOIA Request
The Frank D. Reeves Center
2000 14th Street, NW
Suite 500
Washington, DC 20009
Phone: (202) 673-3320
Fax: (202) 673-2370

• **Routinely Requested/Disseminated Records**

- **Incident/Environmental Report** – Records related to a fire or environmental discharge (i.e., hazardous material spill) at a residential or commercial property, are referred to as incident reports.
 - *Requests for Incident/Environmental Reports must include:*
 - Date of Incident;
 - Address of the Incident; AND
 - The requestors contact information - home address even if it is different from the requested record, telephone number, and email address.
 - **NOTE:** If an incident number has been provided to you, please include this information too.
- **Inspection Record** – Records related to open/current fire code violations are generally provided when an entity is engaged in a real estate transaction and needs to know whether the Department has outstanding violations cited against a property.
 - *Requests for Inspection Records must include:*
 - Address of the Incident;
 - The requestors contact information - home address even if it is different from the requested record, telephone number, and email address.
- **Aboveground Storage Tank/Fuel Storage Permits (Not a FOIA Record)**
 - The Department issues these permits pursuant to the Fire Code. 12H DCMR §107.10.14. Copies of these records may be obtained from the Department's Fire Prevention Division (FPD) – [Office of the Fire Marshal](#). FPD's telephone number is (202) 727-1600. They are located at 1100 4th Street, SW; Washington, D.C. 20024.

• **When Can You Expect a Response to a FOIA Request**

All requests received by the D.C. Fire and Emergency Medical Services Department are catalogued and assigned a FOIA number (e.g., 14-xxxx). Determination letters and a copy of the request are generally sent within 15 business days (excluding Saturdays, Sundays, and legal public holidays) from the date the request is received by the FOIA Officer. D.C. Official Code §2-532 (c).

The response timeframe may be extended by an additional 10 business days (excluding Saturdays, Sundays, and legal public holidays) for unusual circumstances, such as when the documents are voluminous or another District of Columbia agency needs to be consulted about the request. D.C. Official Code §2-532 (d).