



Public Records Request Form

Once this form is complete, email it to huntt@billingsmt.gov or mail it to:

911 Communications Center & Billings Fire Department
2305 8th Avenue North
Billings, MT 59101

Requestor Information

Request Date: _____

First Name: _____

Last Name: _____

Organization: _____

OPD#: _____

Attorney: _____

Street Address: _____

Apt/Suite: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Records Request Information – Please Populate to the Best of Your Knowledge

Report/Incident Number: _____

Incident Date: _____

Incident Time: _____

Incident Location: _____

Party Involved: _____

Brief Description of Incident: _____

Check the Items You're Requesting

Requests with no boxes checked will not be processed. Please be aware that the law designates certain information as confidential and prohibits release except under certain circumstances. This would include and not be limited to statements of witnesses given during an investigation pursuant to *MCA 50-3-102*; information held in confidence under *MCA 50-63-403*; confidential criminal justice information in accordance with *Title 44, Ch. 5*; and confidential information as defined at *MCA 2-6-1002(1)*. We are no longer providing CD's. Any appropriate records will be delivered by 512 MB USB flash drive. If a records request requires more than one USB flash drive, the requestor will be charged for however many flash drives are needed. We will not charge a requestor more for a flash drive than what they cost per unit to order. This will mean the costs will fluctuate, so please be advised that invoicing may vary.

CAD Report

The CAD report is the report initiated by the Billings City/County Communications Center. Among other things, it houses basic information like dates, times, incident types, and persons involved. 25 cents per page.

☐ Request CAD Report

Phone Audio

Incoming or outgoing phone audio, emergency or non, handled by the Billings City/County Communications Center. \$3.50 for every 10 minutes of processing.

☐ Request Phone Audio

Law Enforcement Radio

Any law enforcement radio transmissions handled by the Billings City/County Communications Center. \$3.50 for every 10 minutes of processing.

☐ Request Law Enforcement Radio

BFD Fire/EMS Report

The BPD Fire/EMS report is maintained by the Billings Fire Department and houses, among other things, the dates, times, incident types, and a captain's narrative for an incident. 25 cents per page.

☐ Request BFD Fire/EMS Report

BFD Fire Investigation Report

A document drafted by members of the Billings Fire Department's Fire Prevention Bureau, the BFD Fire Investigation Report is a synopsis of an incident assigned to them. Not all fires require an investigation. 25 cents per page.

☐ Request BFD Fire Investigation Report

BFD Fire Investigation Photos

Taken by the Billings Fire Department's Fire Prevention Bureau, the BFD Fire Investigation Photos are typically available for investigated incidents. Not all fires require an investigation. Due to file size, this may require more than one USB drive.

☐ Request Fire Investigation Photos

Fire/AMR Radio Audio

Any Fire/AMR radio transmissions handled by the Billings City/County Communications Center. This may include any fire departments within Yellowstone County. \$3.50 for every 10 minutes of processing.

☐ Request Fire/AMR Radio Audio

Data Request

For all other types of data requests, select this option. \$3.50 for every 10 minutes of processing.

☐ Data Request

Briefly describe the data request: _____
