



PUBLIC RECORDS REQUEST FORM

Request Date _____

First Name _____ Last Name _____

Company/Organization _____

Mailing Address: Street _____

City _____ State _____ Zip Code _____

Email Address _____ Phone Number _____

**For 9-1-1 and Fire Incident requests, please include the following information to aid in our search.
If you don't know the exact date or time, approximate to the best of your ability.**

Report/Incident Number (<i>if known</i>)	
Date of Incident	
Time of Incident	
Location of Incident	
Name of Party or Suspect Involved	
Brief Description of Incident	

These fields for Office of the State Public Defender/Conflict use only:				
PDO	OPD#		Attorney	
CONFLICT	OPD#		Attorney	

Please check the items in the boxes below that you would like to request.

Requests with no boxes checked will not be processed.

9-1-1 Requests		Fire Incident Requests	
<input type="checkbox"/>	• 911 CAD Report: 25 cents per page	<input type="checkbox"/>	Fire/EMS Report (902): 25 cents per page
<input type="checkbox"/>	911 Phone Audio (CD): \$20 an hour	<input type="checkbox"/>	Fire Investigation Report: 25 cents per page
<input type="checkbox"/>	Law Enforcement Radio Audio (CD): \$20 an hour	<input type="checkbox"/>	Photo CD with Photo Log: \$20
<input type="checkbox"/>	• Initial report taken by calltaker. Includes call address, narrative, dispatch times, etc.	<input type="checkbox"/>	Fire Department / AMR Radio Audio (CD): \$20 an hour

If 911 audio and law enforcement audio are both requested, they'll be put on the same CD. Under the Montana Public Records Act 2-6-1001, there are no time limits specified for a response to a request. Records may be closed if the right to an individual's privacy clearly exceeds the public's right to know. Redactions may be applied to requested documents and audio due to privacy concerns, i.e. social security numbers, birth dates, telephone numbers, driver's license numbers, and the identities of minors.

Email, mail, or fax 9-1-1 and Fire Incident Requests to:

Travis Hunt – Administrative Support II
 911 Center / Fire Prevention Bureau
 2305 8th Avenue North Billings, MT 59101
 Ph. (406) 237-6262 Fax: (406) 657-8456 Email: huntt@billingsmt.gov