



## Bernalillo County Fire Department Records Management

### Physical & Mailing Address

Bernalillo County Fire & Rescue  
6840 2<sup>nd</sup> Street NW  
Albuquerque, N.M. 87107

Bernalillo County Fire Department Records Management is responsible for providing the community with EMS and Fire Reports while ensuring that all reports released are in compliance with the Inspection of Public Records Act (NMSA 1978, Chapter 14 Article 2) as well as HIPAA rules, and confidentiality standards. Business hours are Monday-Friday from 8:00 a.m.-5:00 p.m., the main number is 505-468-1310 and the fax is 505-462-9749.

**BCFD EMS Records:** Second Floor, Suite 259.

Custodian of records: Dolores Barela, under Cmdr Christopher B. Petroff, EMS Division.

Telephone: 505-314-0130 Fax 505-462-9749

**BCFD Fire Records:** Third Floor, Suite 302.

Custodian of records: Caroline Aldrich, under Cmdr Christopher D. Gober, Fire Marshal

Telephone: 505-468-1340 Fax 505-462-9748

### EMS Reports (Medical Service Rendered)

- Written letter of request for record or the completed form provided by the Department.
- Patient - requires photo identification.
- Parent may pick up a report with birth certificate (of child) and picture ID (of parent.)
- If deceased, a death certificate and proof of executor of the estate is required.
- A medical release is required if an insurance company or attorney is requesting a report.

### Fire Reports (No Medical Services Rendered)

- Written letter of request for record or the completed form provided by the Department.
- Fire reports are public record, and anyone can request fire reports *with the exception of an associated casualty report – this is subject to the same criteria as an EMS report or a fire report that is involved in a criminal investigation.*

### Any of the following information is needed to process a request:

- Address/Location of Incident
- Date of incident
- Incident number
- Name of Person
- Time of Incident