



Bernalillo County Fire Department Records Management

Physical & Mailing Address

Bernalillo County Fire & Rescue
6840 2nd 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 7 a.m.-5 p.m.

BCFD EMS Records: Second Floor, EMS Division, Suite 204.

Custodian of records: Charina A. Webb for Division Michael Chavez, EMS. Telephone: 505-468-1329 Fax 505-462-9749

BCFD Fire Records: Second Floor, Fire Prevention Bureau, Suite 207.

Custodian of records: Antionette Perez for Division Chief 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

CBP/9-17-13