



# Waltham Fire Department Report Request Form



1. **Fill out all** relevant information - *This is a PDF – Fill in form*
2. **Submit In Person**, via email or US mail
3. **Via email:** (ONLINE PAYMENT MUST BE MADE) Email completed form and a copy of payment to the Fire Prevention Office at "prevention@city.waltham.ma.us"  
Go to <https://www.city.waltham.ma.us/fire-department/pages/permits-fees-downloads>.  
Go to "\*\*\*ATTENTION\*\* Fire Prevention application fees can now be PAID ONLINE", click on "PAID ONLINE". Select "Report- Incident or Document", follow instructions to pay.
4. **In Person or Via US mail:** Bring or mail this completed form and payment of \$5.00 Cash (in person only) or check made payable to the *City of Waltham*, to:  
**Fire Prevention, 175 Lexington Street, Waltham, MA 02452.**

Date of Request: \_\_\_\_\_

FD USE ONLY

Paid: \_\_\_\_\_

## Incident Information:

Date of Incident:

Incident # [if known]:

Payment:

Incident Address:

(Number)

(Street)

Type:

Comments:

## Requesting Party & Report Return Information:

I am the: \_\_\_ property owner \_\_\_ injured party \_\_\_ car owner \_\_\_ other \_\_\_\_\_ (ex; tenant, lawyer, property manager, insurance agent)

Name:

Company name:

How would you like this report to be issued to you?

☐

Call me for pick-up

Mail:

Email:

Fax:

Mailing Address:

(Number)

(Street)

(City)

(State)

(Zip Code)

Phone #:

Email:

Fax:

Mail all payments to:

Waltham Fire Prevention – 175 Lexington St – Waltham, MA 02452