

## HIALEAH FIRE DEPARTMENT



“Committed To Serve, and Protect Our Community”

***For instructions on how to request  
Fire and Rescue Reports containing personal health information visit our website  
<https://www.hialeahfl.gov/244/Requesting-Reports>***

1. ***Your request must be made in writing. We only accept our Authorization Release Form provided by the City of Hialeah Fire Department. Please, complete the form by providing all the information requested. Sign it in the presence of a notary public and mail the original request as instructed below.***
2. ***\*\*\*According to our Law Department’s specifications, in order to release records during this unprecedented time the following steps must be taken: The client authorization release form submitted to our office must be issued by the City of Hialeah Fire Department and must be signed by the client. Notarization of this form is not mandatory at this time if the firm is unable to notarize his client’s signature (“This in an exception only during the pandemic”).\*\*\****
3. ***\*\*\*If an attorney represents you, identify the attorney or firm to whom the reports will be released on the form. A letter of representation must accompany the request on your attorney’s letterhead and this must be signed by an attorney. We would not accept letter signed by paralegal or other law office staff.***
4. ***A photocopy of the request form will “not” be accepted. We will “not “process any requests received by fax or email.***
5. ***Fee for Rescue and Fire Report: \$1.00 per certified page, 15cents per copy (amount of pages per report will vary, plus labor to process requests. You must call our office at 305-883-6982 for the cost of the report. Please attach a check payable to “Hialeah Fire Department”. This cost must be paid prior to receiving the report.***
6. ***Records in response to subpoena are returned by certified mail. Please add \$7.50 for the cost of this service.***
7. ***Please, include a self-addressed, stamped envelope where you wish to receive the records.***
8. ***If the patient is deceased, (reports are release to the next of kin only). A copy of the death certificate identifying the next of kin and/or legal documents of estate representative are required, along with a copy of the requesting family driver’s license, legal photo ID or attorney letter representing the estate. If the requestor is a law firm or insurance company, YOUR REQUEST MUST BE MADE IN WRITING ON THE FORM PROVIDED BY THE CITY OF HIALEAH FIRE DEPARTMENT. A PHOTOCOPY OF THE REQUEST FORM WILL NOT BE ACCEPTED.***
9. ***For all Rescue Billing questions please refer all your correspondence to [chartswap.com](http://chartswap.com). Alternatively, [ems.attorney.docs@changehealthcare.com](mailto:ems.attorney.docs@changehealthcare.com)***
10. ***Mail the original, notarized request form and payment.***  
 City of Hialeah Fire Department  
 Attn: Marietta Borges  
 Public Records Coordinator  
 83 East 5th Street  
 Hialeah, Florida 33010

***Please be reminded that we will not respond to requests made by fax or email.***

***If you have any further questions, please do not hesitate to contact Marietta Borges at (305) 883-6982.***

**83 East 5th Street, Hialeah, Florida 33010**

**For Emergencies Dial: 911, Phone: (305) 883-6982 Office**