**Request for Records/Photographs**

Please follow the instructions below to request records or photographs.

You must send a letter to this office either by email, fax or mail. The letter should provide the following information. (Please provide as much of the information as possible to assist this office with locating the case.)

~ Case # if known

~ Date of the fire

~ Location of the fire, to include street address, city, zip code, and county

~ Name(s) of the owner of the property

~ Name(s) of the occupants of the property

~ Your contact information with address

All records must be reviewed by the State Fire Marshal before release. If the case is still open or pending, we will not be able to release it. If we cannot release the records, we will notify you. If we can release the records, you will receive an invoice from us. Once you send the invoice back with payment, we will send the records to you.

Email Address: [firemarshal@insurance.alabama.gov](mailto:firemarshal@insurance.alabama.gov)

Fax # 334-241-4158

Alabama State Fire Marshal’s Office

P.O. Box 303352

Montgomery, AL 36130-3352

Ph # 334-241-4166

\* We will not provide photos unless you specifically request them.