

Records Management Office

Deming 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.

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