

## **PHOTO REQUESTS**

The following procedures must be followed in order to obtain any photographs taken by our office during the investigation of a fire loss.

You must send a letter to this office, requesting copies of these photographs. You must state how many copies of each print and the size of the prints requested. You must also state in the letter that you will be responsible for all costs incurred in the printing of these photographs.

The State Fire Marshal's Office will deliver the negatives to Capitol Filmworks, Montgomery, Alabama. The cost of the prints will be billed directly to you by Capitol Filmworks and you will be notified when they are ready. You will obtain the photographs directly from them. DO NOT send any money to the State Fire Marshal's Office.

If there are any questions, contact Angela Slade at (334) 241-4166.