

UTAH COUNTY FIRE MARSHAL OFFICE

How to Fill Out the CITY INCIDENT STATEMENT FORM

CREATING A STATEMENT

Create a statement by accessing the Excel form found online at:

<http://www.utahcounty.gov/Dept/FireMarshal> (General Information: City Incident Statement Form).

Please do not save a blank form to be used later as this form will be updated on a regular basis by the Utah County Fire Marshal's Office.

THIS IS A SELF CALCULATING FORM **DO NOT BACK SPACE IN FORMULATED CELLS**

FORMULATED CELLS ARE FOUND IN COLUMNS G & I OF THE FORM.
WHEN THE BACK SPACE KEY IS USED IN A FORMULATED CELL - IT WILL NO LONGER CALCULATE AS NEEDED.

TO FIX A CALCULATING ISSUE CLOSE OUT THE FORM AND BEGIN AGAIN.

ALL FORMS WILL BE REVIEWED BY UCFM FOR APPROVAL PRIOR TO PAYMENT.

SAVING THE STATEMENT

- The completed statement should be saved to a private file. Once the form is closed the information saved cannot be retrieved.
- It is recommended to print the completed statement prior to closing the form.

SUBMITTING A STATEMENT

A pdf version of the form or the excel page can be emailed or mailed to the Utah County Fire Marshal's Office. Please follow the instructions at the bottom of the form.

MORE INFORMATION

For more information or help with this form, contact the Utah County Fire Marshal's Office at 801-851-8348.