

# CUSTOMER REQUEST FOR DMFD OVERTIME SERVICES

Created: March 1, 2009 Revised: July 11, 2016  
From the Des Moines Fire Department – Phone (515) 283-4240



By completing this form, you are requesting the services of the Des Moines Fire Department outside of the normal scope of services, therefore these services will be provided through the use of personnel on overtime. By completing the form, you acknowledge that there may be a two-hour minimum fee charged for each person needed.

Requesting Person: \_\_\_\_\_

Requesting Company: \_\_\_\_\_

Type/Name of Event: \_\_\_\_\_

Location of Request: \_\_\_\_\_

Date(s) and Time(s)  
Requested: \_\_\_\_\_

## Billing Information:

Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone #: \_\_\_\_\_

Tax ID or SSN: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## Check the type of overtime you are requesting:

- Fire Prevention (system testing, fireworks/pyrotechnic stand-by, other event)**
- EMS (ambulance or other emergency medical service)**
- Special Operations (water emergency team, hazardous materials, etc.)**

Return this form to the Des Moines Fire Department via one of the following methods:

Fax to: 515-283-4907  
Mail to: Des Moines Fire Department  
Attn: Overtime Request  
2715 Dean Avenue  
Des Moines, IA 50317-7905

Other important information:

- Upon request a cost estimate can be given. Information needed for an estimate is: Type of Event, Date of Event, Start Time, and duration if longer than two hours. Do you require an estimate: YES or NO
- Your request for overtime should be submitted at a minimum of 10 business days prior to the event to ensure adequate time is allowed to coordinate staffing for the event.

Any comments or questions regarding the above information may be submitted to:

City of Des Moines Fire Department  
2715 Dean Avenue  
Des Moines, Iowa 50317  
Office: (515) 283-4240  
Fax: (515) 283-4907  
Email: [firedept@dmgov.org](mailto:firedept@dmgov.org)