

Apparatus Form



Virginia Department of Fire Programs

1005 Technology Park Drive
Glen Allen, VA 23059-4500, USA
tel: (804) 371-0220 fax: (804) 371-3444

Use this form to request an apparatus for a service. Please fill in all of the required information (highlighted in red), save the PDF and email the completed PDF file to mark.buff@vdfp.virginia.gov or contact Mark Buff for more information.

*CONTACT INFORMATION:

DEPARTMENT NAME:

*CONTACT NAME:

*PHONE NUMBER:

*EMAIL:

* Indicates Required Information

(Please provide your reply-to email Address)

* PLEASE SELECT ONE TYPE OF APPARATUS:

ENGINE / PUMPER

TRUCK / LADDER

TANKER

BRUSH

SPECIALTY

CHIEF'S MEDIC

(*Please select only one requested apparatus)

*PLEASE SELECT STATUS OF APPARATUS:

(*Please click to select status of apparatus)

Units are to arrive between 9:00 AM and 4:00 PM on the Friday before the service for inside staging.

Units are to arrive by 9:00 AM on the day of service to be staged inside; by 10:30 AM for outside staging.

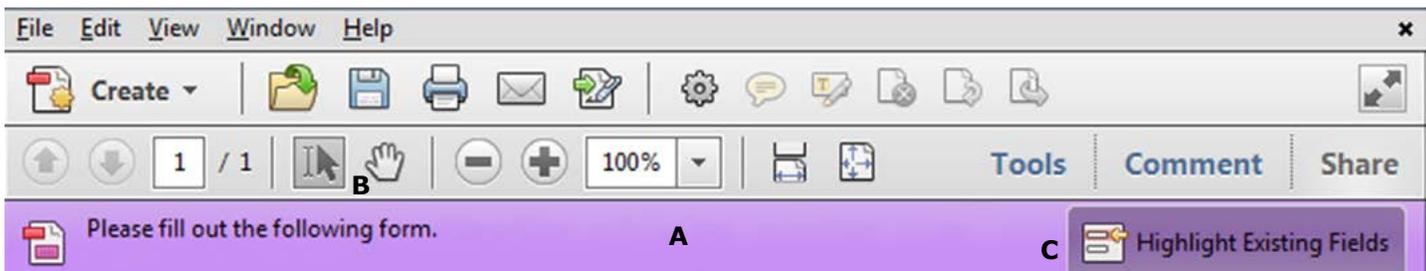
Use the entrance through Laburnum-Henrico Turnpike Main Entrance.

Contact: Mark Buff

Email: mark.buff@vdfp.virginia.gov

Phone: (804) 249-1965

For Detailed Instructions See Page 2



Instructions for Completing Fillable PDF Form:

Please make sure that the latest version of **Adobe Reader** is installed on your PC to complete the fillable PDF form. You may Download the **FREE** Macintosh or Windows versions of Adobe Reader from Adobe at: <https://get.adobe.com/reader/>

1. Open the PDF, Click File > Save file as

Name the file your **first name_last name and the date** and choose a location to save the file on your computer before completing the form. (jon_doe_01_01_16.pdf)

Once you have saved the interactive form to your computer, you are ready to **fill in the required information**. (Be sure to **save** and **retain** a copy of the completed form for your records.)

2. Fill in interactive form

An interactive form contains fields that you can select or fill in.

- A. Purple message bar indicates presence of fillable fields.
- B. Right-click the document, and select either the Hand Tool or the Select Tool from the pop-up menu.  or 
- C. To make form fields easier to identify, click the Highlight Existing Fields button on the document message bar. 

Form fields appear with a colored background light blue, and all **required form fields** are outlined in **red**.

- D. Click to select options, such as list boxes. Click inside a text field to type.

*Note: The pointer changes to a different icon as you move it over a field. For example, the Hand tool changes to an I-beam when you can type text into the form field.

- E. When finished filling in all of the required information, **save** the form and **click the Email address at the top** to create an Email. (staff.name@vdfp.virginia.gov) 

- F. **Attach** the completed PDF and send.  

– You may also Mail the Form:

Please print the completed form with all of the required information and mail to:
1005 Technology Park Drive
Glen Allen, Virginia 23059

– You may also Fax the Form:

Please print the completed form with all of the required information and Fax to:
(804) 371-3444

3. Print form

- Choose **File > Print** or Click the Print button. 
- Choose a printer from the menu at the top of the Print dialog box.
- In the **Comments and Forms menu** in the upper-right area of the Print dialog box, **choose Document**, and then **click OK**:

*Note: To print the form and the typed entries, You **MUST choose Document**. This option prints text you've typed using the Add Text tool.