



FIRE DEPARTMENT – CITY OF NEW YORK

BUREAU OF FIRE INVESTIGATION – SPECIAL OPERATIONS COMMAND

9 MetroTech Center, Brooklyn, NY 11201

(718) 999-2117

Fire Marshal Investigation Reports

This form is used to request copies of Fire Marshal Investigation Report “Face Sheet” summaries held by the New York City Fire Department. **There is no fee to receive copies of these records.**

SAVE TIME: Copies of these records may be requested and received electronically through **NYC OpenRecords** (<https://a860-openrecords.nyc.gov>). Alternatively, this completed form may be submitted by postal mail (must also include a stamped, self-addressed envelope).

Please read these instructions carefully before completing this request form:

- **For a report of the initial fire emergency response, request the Fire Incident Report.** That report will indicate if the responding fire company referred the case to the Bureau of Fire Investigation.
- **The Bureau of Fire Investigation typically only investigates complex, fatal, and suspicious fires.**
- **This form is only used for requesting the “Face Sheet” summary.** These summaries often contain enough detail to satisfy the needs of records requestors. The “Face Sheet” indicates the fire location, as well as the cause of the fire (if determined).
- **Copies of full Fire Marshal Investigation Reports may only be requested through NYC OpenRecords.** Please note that those requests may require significantly more time to fulfill.
- **Fire Marshal Investigation Reports can only be released once the investigation has been completed, and only when the release would not otherwise interfere with judicial proceedings.**

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Incident Information

Fire Incident Report Number (if known)

BFI Job Number (if known)

Box Number (if known)

Incident Date

Incident Time

AM

PM

Incident Address

Incident Borough

Zip Code

Notes

Incident Type

STRUCTURAL (BUILDING FIRE)

MOTOR VEHICLE

Vehicle Year / Make / Model

License Plate

OTHER EMERGENCY

FDNY Use Only

Received

Processed

Section C

Agency Response

FDNY Use Only

A copy of the report is enclosed.

The report is not yet complete.

The report is exempt from release under Freedom of Information Law (FOIL) because the report relates to a pending law enforcement investigation. See NY Public Officers Law § 87(2)(e).

If you wish to appeal the denial of your request, you must do so within thirty (30) days of receipt of this notice, by writing to:

FDNY Records Appeals Officer
Bureau of Legal Affairs – FOIL Unit
9 MetroTech Center
Brooklyn, NY 11201

A diligent search was performed, and the requested report could not be located.