



FIRE DEPARTMENT – CITY OF NEW YORK

BUREAU OF LEGAL AFFAIRS – PUBLIC RECORDS UNIT

9 MetroTech Center, Brooklyn, NY 11201

publicrecordsunit@fdny.nyc.gov – (718) 999-2681

Summonses and Violation Orders Special Report

This form is used to request a list of all open Summonses and Violation Orders issued by the New York City Fire Department, as associated with a property. **There is a \$10 fee for this report.**

If the open FDNY Summons or Violation Order numbers are already known, use the [Summonses and Violation Orders](#) form to request copies of the records.

This completed record request form may be submitted:

- In-person at the FDNY headquarters during regular business hours (weekdays from 8 a.m. – 2 p.m., excluding holidays).
- By postal mail (must also include a stamped, self-addressed envelope). Include payment.

Because payment must be included, these records requests cannot be processed via email. The FDNY accepts payment in the form of money order or check payable to “NYC Fire Department” (no e-checks) – CASH IS NOT ACCEPTED.

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Property Information

Address

Borough

Zip Code

Notes

FDNY Use Only
Received
Processed