



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

This form is used to request copies of open Summonses and Violation Orders issued by the New York City Fire Department, as associated with a property. **There is no fee to receive copies of these records.**

SAVE TIME: Copies of these records may be accessible online through **FDNY Business**

(<https://www.nyc.gov/site/fdny/business/support/fdny-business.page>).

The FDNY Summons or Violation Order number must be known to request a copy of each record. Complete the Summonses and Violation Orders Special Report form to receive a report of all open FDNY Summonses and Violation Orders associated with a property.

This completed record request form may be submitted:

- Via email to VioCopy@fdny.nyc.gov.
- 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).

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Property Information

Summons or Violation Number (1)

Summons or Violation Number (2)

Summons or Violation Number (3)

Address

Borough

Zip Code

FDNY Use Only

Received

Processed