FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Anonymously View Summons and Violation Information

User Guide

V 1.0

January 2022

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Anonymously View Summons and Violation Information* Guide is designed to assist users with accessing and viewing the current status of Enforcement records online via FDNY Business.

Online accessing and viewing can be done from any computer with an Internet connection.

You do not need to log into FDNY Business to access Enforcement records online. You will need the Record ID of the Summons or Violation.

Numbers in the images will assist you in following the instructions. For example, **1** indicates your first action, **2** indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

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View Violation and Summons Information (no login required)

Step 1:   Search for your Account / Record Number

To begin, from your computer browse to the FDNY Business Home Page and click on the **Search Application/Requests Link** option below "What would you like to do today?". See Figure 1. You can also select **Violation Search** under the services menu.
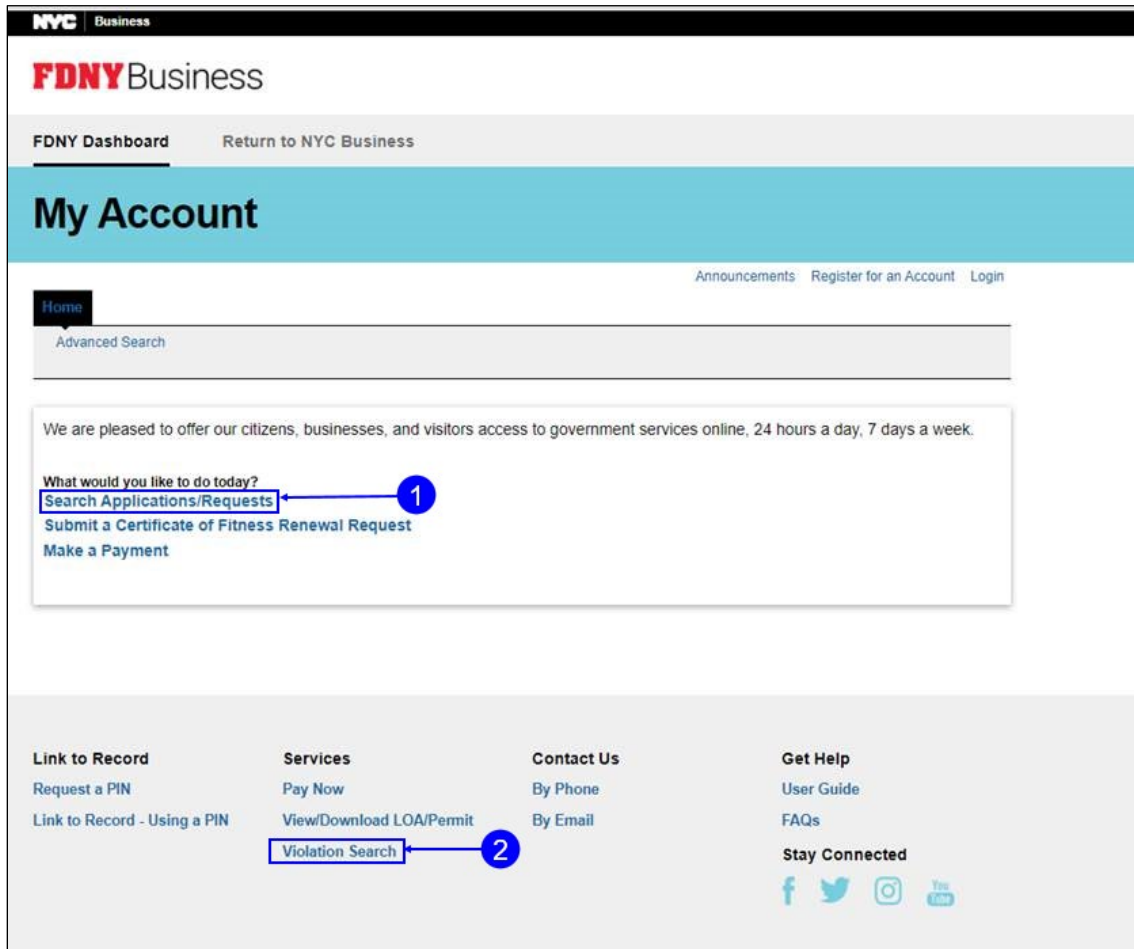

 Figure 1: Search Applications/Request*s*

Step 2:   Enter your Account / Record Number

On the **General Search** page, enter the Account / Record Number associated with the Violation, FDNY Summons or Criminal Court Summons and click the **Search** button as shown in the example below.
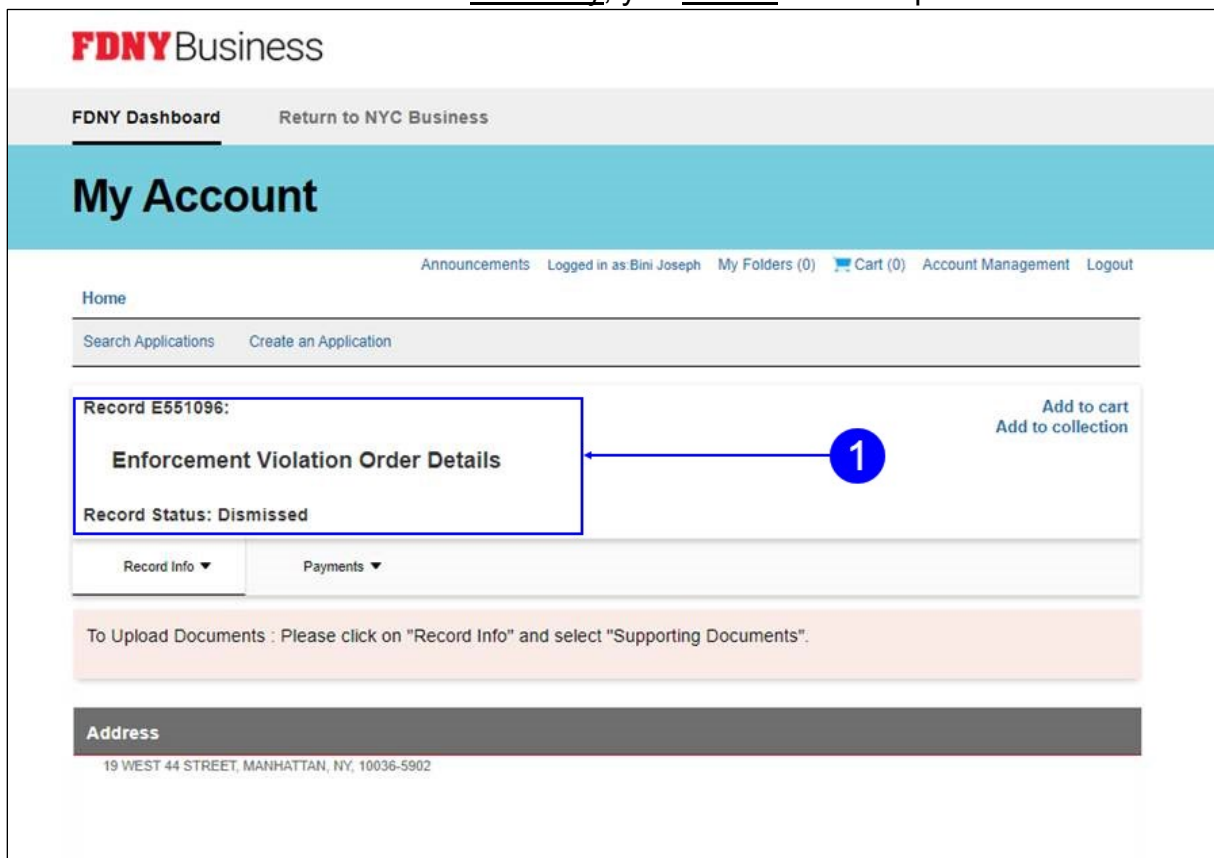

Figure 2: Search for Account / Record Number

Step 3:   Viewing the Summons / Violation

When the system locates the Record, Summons or Violation, basic information is displayed as shown in Figure 3 below. In this example, a Violation Order was issued, and the Record Status is "Dismissed."

NOTE #1:   If the Account Number is not valid, you will receive a notice stating "Your search returned no results. Please modify your search criteria and try again."

NOTE #2:   Please disregard the instruction on how to upload documents.
Since the record is <u>read-only</u>, you <u>cannot</u> view or upload documents.

Figure 3: Summons / Violation Order Details

If you are not able to locate / view the Summons / Violation information and believe you have entered the correct Account number, contact the FDNY Business Support by dialing 311, or via email at <u>FDNY.BusinessSupport@FDNY.nyc.gov</u> for assistance.