



FIRE DEPARTMENT - CITY OF NEW YORK  
 Public Records Unit / Violations Section  
 9 MetroTech Center  
 Brooklyn, New York 11201-3857  
 (718) 999-2681 or 2682



**Copy of Violation  
 Request Form**

**SECTION A**

**CUSTOMER INFORMATION**

Please print the required information below.

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 State                                  Zip Code

\_\_\_\_\_  
 Telephone Number

**OFFICE USE ONLY**

\_\_\_\_\_  
 Cashier / Search No.

PRU Staff  
 Accepted By/Initials: \_\_\_\_\_

Searched By: \_\_\_\_\_

Total Amount: \_\_\_\_\_

**Note:** Please make sure you complete this form and attach all required documents. Enclose a check or money order made payable to the **NYC Fire Department** and a stamped self-addressed envelope (with postage). Mail checks or money orders directly to the address and unit listed above. **DO NOT MAIL CASH.**

**SECTION B**

**REQUEST A RECORD**

FEE \$0.25 (CENTS) / PER PAGE

**Address #1**

\_\_\_\_\_  
 House Number                  Street Name                  Borough                  Violation Number

**Address #2**

\_\_\_\_\_  
 House Number                  Street Name                  Borough                  Violation Number

**Address #3**

\_\_\_\_\_  
 House Number                  Street Name                  Borough                  Violation Number

**Address #4**

\_\_\_\_\_  
 House Number                  Street Name                  Borough                  Violation Number

**CUSTOMER - PLEASE READ INFORMATION BELOW.**  
 You must have the specific violation number in order to complete this form. The FDNY may not be able to respond to a request for multiple violations on the same day that the request is submitted.

Note: Requests will be responded to within 10 business days.