



# Fire Incident Report 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 FIRE INCIDENT REPORT FEE \$1.00 / PER REPORT

Please print the required information below.

House No \_\_\_\_\_ Street Name \_\_\_\_\_ Floor(s) \_\_\_\_\_ Apt(s) \_\_\_\_\_ Borough \_\_\_\_\_ Box # \_\_\_\_\_

(Note: If you are requesting Section C, do not fill out the remaining section below)

INCIDENT DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ INCIDENT REPORT NO. (If available) \_\_\_\_\_

Please check the incident type below (choose only one box):

- Building**
- Transportation - Type:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Plate:** \_\_\_\_\_
- Outdoors (provide description) -** \_\_\_\_\_
- Non-Fire Emergency (provide description) -** \_\_\_\_\_

## SECTION C

### REQUEST PROPERTY REPORT FEE \$10.00 / PER REPORT (ONE YEAR)

Please indicate the period to be searched:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

We will only provide a listing of the incident dates found for the time period requested.

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

## New York City Fire Incident Report (NYFIR)

The New York City Fire Department (“FDNY”) creates Fire Incident Reports for emergency responses occurring within New York City. The FDNY does not maintain copies of fire incident records for emergency responses occurring outside of New York City.

### Where do I obtain a copy of my FDNY NYFIR Record?

- You may obtain copies from the FDNY Public Records Unit through the following methods,
  - In Person
  - By Mail
  - [Online](#)

**If you are picking your PCR up *in person* or want to request the records *by mail*, please either visit or mail requests to:**

#### **FDNY Public Records Unit**

9 MetroTech Center- First Floor

Brooklyn, N.Y. 11201

Use the FLATBUSH AVENUE ENTRANCE

Hours of Operation: Monday - Friday 9:00am to 4:00pm (except Holidays)

(718) 999-1998 or 1999

### Who is eligible to obtain a copy of a NYFIR?

- Anyone may obtain a copy of a NYFIR.

### What is the fee for a copy of an NYFIR?

- The fee is \$1.00 per NYFIR.
- Payments for Mail or Online requests may be made by check or money order payable to the New York City Fire Department - **Do not send cash.**
  - *NOTE: Payments submitted from foreign countries must be made by a check drawn on a United States bank or by international money order.*