# Fire Incident Report Request Form

## SECTION A
**CUSTOMER INFORMATION**
Please print the required information below.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>State Zip Code</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>House No</th>
<th>Street Name</th>
<th>Floor(s)</th>
<th>Apt(s)</th>
<th>Borough</th>
<th>Box #</th>
</tr>
</thead>
</table>

(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.