FIRE DEPARTMENT – CITY OF NEW YORK

Public Records Unit / Fire Records Section

9 MetroTech Center

Brooklyn, New York 11201-3857

(718) 999-2681 or 2682

Violation Special Report Request Form

SECTION A — CUSTOMER INFORMATION

Please print the required information below.

OFFICE USE ONLY

_____

Cashier / Search No.

PRU Staff

Accepted By/Initials:_____

Searched By:_____

Total Amount:_____

_____

Date

_____

Name

_____

Address

_____

Borough, State Zip Code

_____

Telephone Number

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 VIOLATION REPORT FEE $10.00 / PER REPORT

Please print the required information below.

_____ _____

House No Street Name Borough

☐ **EXISTING- ALL NOTICES OF VIOLATION AND VIOLATION ORDERS ISSUED BY THE FIRE PREVENTION**

☐ **EXISTING- ALL SUMMONSES**

Note: This search is limited to outstanding Summonses, Notices of Violation and Violation Orders (VOs) that are reported to be related to a specific address. With respect to VOs this search is limited to VOs issued on January 1, 2008 or thereafter. This search does not contain information on VOs issued by fire companies, unless they were forwarded to the Bureau of Fire Prevention. A requested report will only list the violation numbers. After you have received the Report, you can obtain a copy of any record available for an additional fee of $0.25 (cents) / per page by filling out the copy of violation request form.

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

PR4 (April-09)