**Copy of Violation Request Form**

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

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

### SECTION B  
**REQUEST A RECORD**

#### 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**:

### FEE $0.25 (CENTS) / PER PAGE

**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**.

### 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.