



FIRE DEPARTMENT – CITY OF NEW YORK

BUREAU OF LEGAL AFFAIRS – PUBLIC RECORDS UNIT

9 MetroTech Center, Brooklyn, NY 11201

publicrecordsunit@fdny.nyc.gov – (718) 999-2681

Summonses and Violation Orders

This form is used to request copies of open Summonses and Violation Orders issued by the New York City Fire Department, as associated with a property. **There is no fee to receive copies of these records.**

SAVE TIME: Copies of these records may be accessible online through **FDNY Business**

(<https://www.nyc.gov/site/fdny/business/support/fdny-business.page>).

The FDNY Summons or Violation Order number must be known to request a copy of each record. Complete the Summonses and Violation Orders Special Report form to receive a report of all open FDNY Summonses and Violation Orders associated with a property.

This completed record request form may be submitted:

- Via email to VioCopy@fdny.nyc.gov.
- In person at the FDNY headquarters during regular business hours.
- By postal mail (must also include a stamped, self-addressed envelope).

Section A

Customer Information

Name

Address

Email Address

City

State

Zip Code

Telephone Number

Section B

Property Information

Summons or Violation Number (1)

Summons or Violation Number (2)

Summons or Violation Number (3)

Summons or Violation Number (4)

Address

Borough

Zip Code

FDNY Use Only

Received

Processed