



FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Access and View — Enforcement Records

User Guide

v1.0

August 2021

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Access and View Enforcement Records* Guide is designed to assist users with accessing and viewing the current status of Enforcement records online via FDNY Business.

Online accessing and viewing can be done from any computer with an Internet connection.

To access the Enforcement records online, you must have the following:

- An email address
- A NYC ID (instructions on creating an account are below)
- The Contact Name, Address and Email Address of your Employer

Numbers in the images will assist you in following the instructions. For example, ① indicates your first action, ② indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

1. Access and View Enforcement Records

You can now access and view the Enforcement records online through FDNY Business. If an Inspection has resulted in an Enforcement action, a corresponding Enforcement record will be created. Upon logging into FDNY Business, you can access and view the current status of the following types of active Enforcement records:

- Violation Order
- FDNY Summons
- Criminal Court Summons

In order to access Enforcement records, you must be listed one of the applicable contacts on the record, e.g. - Business Owner, Building Owner, Representative, Respondent, Defendant, etc.

The following information can be accessed after logging into FDNY Business:

- Enforcement Record ID
- Title of the Enforcement Record
- Record Status
- Work Location (Premises Address)

Please note that you will not be able to Link additional Enforcement records to your account. If you believe your account should display an Enforcement Record that is not shown, contact 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

Step 1. Create your NYC ID Account

If you do not have an **NYC ID**, go to [Register for an Account](#) to create your account. On the **Create Account** page, enter the required information. Then click to “check” the checkbox to accept the **NYC ID Terms of Use** and click the **Create Account** button. See Figure 1.

The screenshot shows the 'Create Account' form with the following sections and callouts:

- EMAIL OR USERNAME:** Callout 1 points to the 'Email Address or Username' and 'Confirm Email Address or Username' input fields.
- PASSWORD:** Callout 2 points to the 'Password' and 'Confirm Password' input fields. A 'Password Strong' indicator is visible next to the password field.
- SECURITY:** Callout 3 points to the 'Security Question' dropdown menu, and Callout 4 points to the 'Answer' input field. Below these fields is a 'Display Answers' section with 'Show' and 'Hide' radio buttons.
- TERMS:** Callout 5 points to the checked checkbox for 'I understand and agree to the NYC ID Terms of Use, the overall Terms of Use for NYC gov, and the Privacy Policy for NYC gov.' Callout 6 points to the 'CREATE ACCOUNT' button.

Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — begin by clicking the [Login](#) button on the [FDNY Business Home Page](#). See Figure 2.

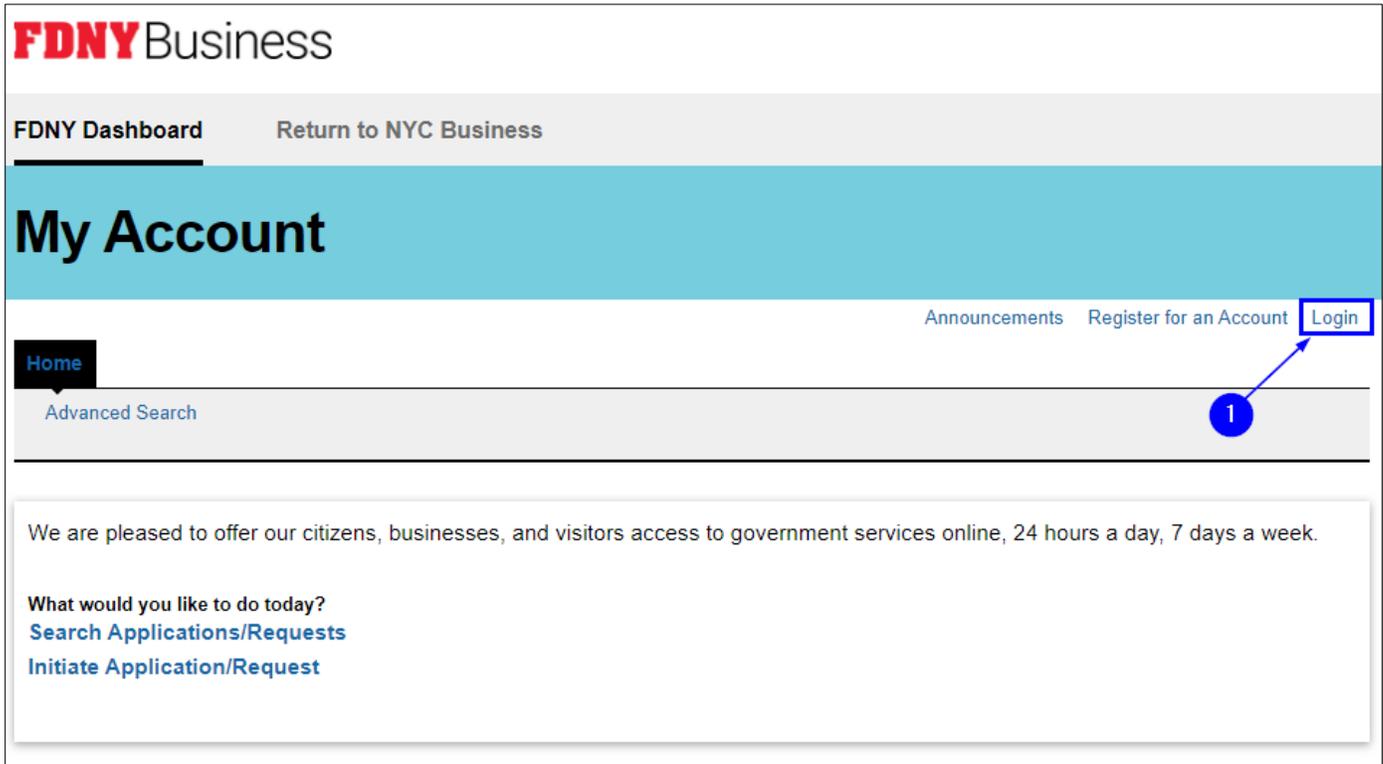


Fig. 2: Click 'Login'

Enter your **Email Address** (your NYC ID) and **Password**. Then, click the **Log In** button. See Figure 3.

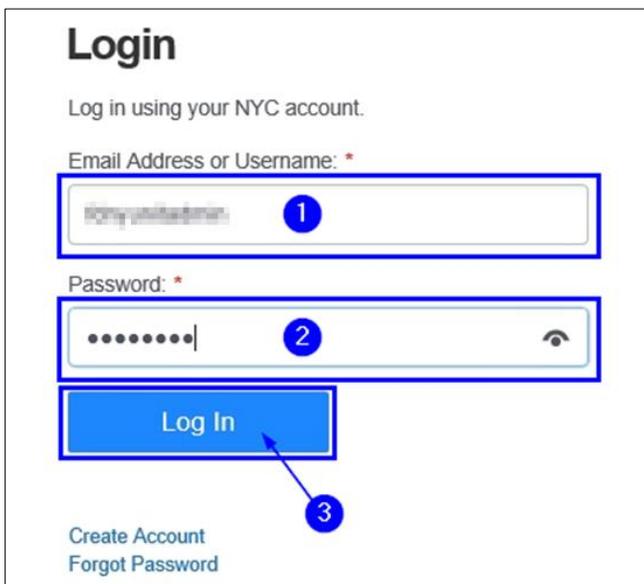


Fig. 3: Enter Your NYC ID/Password and Log In

Step 2. View Enforcement Records

Once logged in, From the **FDNY Business Home Page**, click the **My Records** button. See Figure 4.

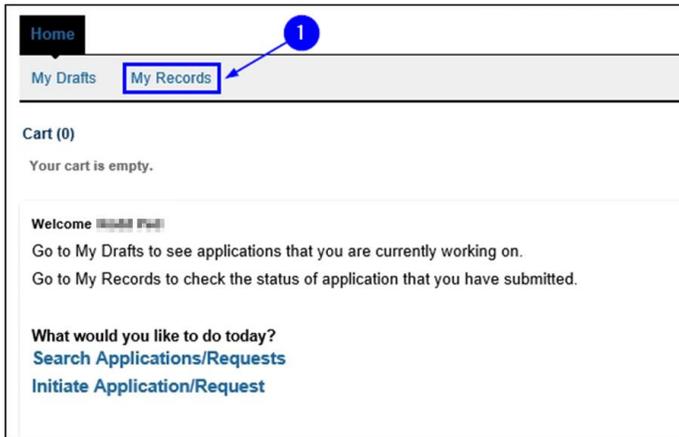


Fig. 4: Click ‘My Records’

Your **My Records** page will open and will display your Records, including Enforcement records such as a Violation Order, FDNY Summons and / or Criminal Court Summons, as applicable.

In this example, the Criminal Court Summons **Record Number** is displayed at the top (highlighted in “yellow” in the below example) and the **Status** “Summons Under Review” is shown (highlighted in “light green” in the below example). See Figure 5.

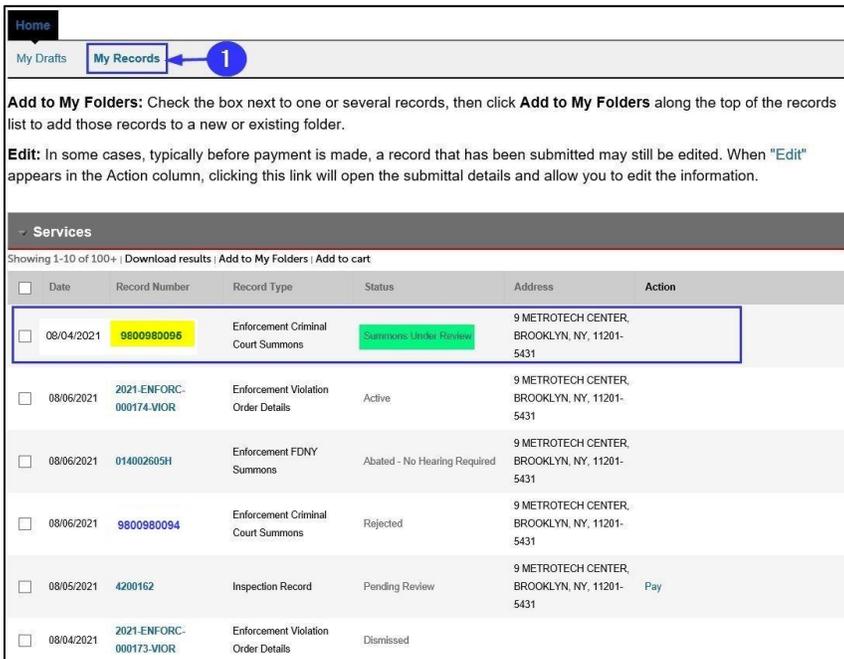


Fig. 5: My Records – View Enforcement Records with Application Status

- **View ‘Criminal Court Summons’ Enforcement Record Details**

On the **My Records** page, locate your Criminal Court Summons **Record Number**. The **Criminal Court Summons Record Number** can be found on the Criminal Court Summons that was issued to you at the time of the Inspection. The Criminal Court Summons **Record Number** is displayed at the top (highlighted in “yellow” in the below example) with the date when the Criminal Court Summons was issued and the **Status** shows “Summons Under Review” (highlighted in “light green” in the below example). The **Address** shows the work location (premises location) on the Criminal Court Summons record.

To view the record details, click the **Record Number**. See Figure 6.

Home

My Drafts **My Records** 1

Add to My Folders: Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

Edit: In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 100+ | Download results | Add to My Folders | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	08/06/2021	9800980096	Enforcement Criminal Court Summons	Summons Under Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	2021-ENFORC-000174-VIOR	Enforcement Violation Order Details	Active	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	014002605H	Enforcement FDNY Summons	Abated - No Hearing Required	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	9800980094	Enforcement Criminal Court Summons	Rejected	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/05/2021	4200162	Inspection Record	Pending Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	Pay
<input type="checkbox"/>	08/04/2021	2021-ENFORC-000173-VIOR	Enforcement Violation Order Details	Dismissed		

Fig. 6: My Records – View ‘Criminal Court Summons’ Record

Your screen will refresh and your **Record Number** (highlighted below in “yellow”) is displayed. The type of Enforcement record (highlighted below in “blue”) is displayed. The **Record Status** (highlighted below in “green”) now reads “Summons Under Review” and the **Work Location** (Premises Address) is displayed.

When you are done viewing your record, click **Home** to go back to the **FDNY Business Home Page**. See Figure 7.

NOTE #1: You cannot modify or delete the information displayed on the **Record Details** screen. This information is read-only.

NOTE #2: Please disregard the instruction to upload documents (highlighted below in “yellow”). Since the Enforcement record is read-only, you cannot view or upload documents.



Fig. 7: View ‘Criminal Court Summons’ Record Details

- View ‘Violation Order’ Enforcement Record Details

On the **My Records** page, locate your Violation Order **Record Number**. The **Violation Order Record Number** can be found on the FDNY Notice of Violation that was issued to you at the time of the Inspection. The Violation Order **Record Number** in this example is on the second row from the top (highlighted in “yellow” below) and the **Status** is “Active” (highlighted in “light green” in the below example). The **Address** shows the work location (premises location) on the Violation Order record.

To view the record details, click the **Record Number**. See Figure 8.

Home

My Drafts **My Records** 1

Add to My Folders: Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

Edit: In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 100+ | Download results | Add to My Folders | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	08/06/2021	9800980095	Enforcement Criminal Court Summons	Summons Under Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	2021-ENFORC-000174-VIOR	Enforcement Violation Order Details	Active	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	014002605H	Enforcement FDNY Summons	Abated - No Hearing Required	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	9800980094	Enforcement Criminal Court Summons	Rejected	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/05/2021	4200162	Inspection Record	Pending Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	Pay
<input type="checkbox"/>	08/04/2021	2021-ENFORC-000173-VIOR	Enforcement Violation Order Details	Dismissed		

Fig. 8: My Records – View ‘Violation Order’ Record

Your screen will refresh and your **Record Number** (highlighted below in “yellow”) is displayed. The type of Enforcement record (highlighted below in “blue”) is displayed. The **Record Status** (highlighted below in “green”) is “Active.” Additionally, the **Work Location** (Premises Address) is displayed.

Finally, click **Home** to go back to the **FDNY Business Home Page**. See Figure 9.

NOTE #1: You cannot modify or delete the information displayed on the **Record Details** screen. This information is read-only.

NOTE #2: Please disregard the instruction to upload documents (highlighted below in “yellow”). Since the Enforcement record is read-only, you cannot view or upload documents.

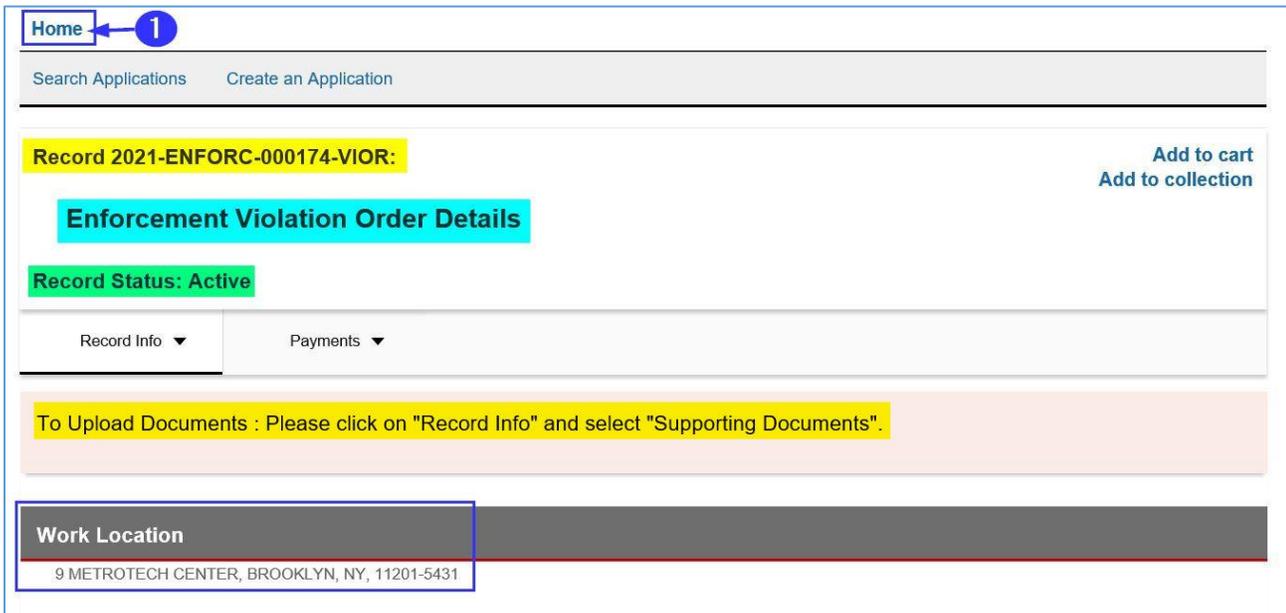


Fig. 9: View ‘Violation Order’ Record Details

- **View ‘FDNY Summons’ Enforcement Record Details**

On the **My Records** page, locate your FDNY Summons **Record Number**. The **FDNY Summons Record Number** can be found on the FDNY Summons that was issued to you at the time of the Inspection. The FDNY Summons **Record Number** in this example is on the third row from top (highlighted in “yellow” below) and the **Status** shows “Abated - No Hearing Required” (highlighted in “light green” in the below example). The **Address** shows the work location (premises location) on the FDNY Summons record.

To view the record details, click the **Record Number**. See Figure 10.

Home

My Drafts **My Records** 1

Add to My Folders: Check the box next to one or several records, then click **Add to My Folders** along the top of the records list to add those records to a new or existing folder.

Edit: In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Services

Showing 1-10 of 100+ | Download results | Add to My Folders | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	08/06/2021	9800980095	Enforcement Criminal Court Summons	Summons Under Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	2021-ENFORC-000174-VIOR	Enforcement Violation Order Details	Active	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	014002605H	Enforcement FDNY Summons	Abated - No Hearing Required	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/06/2021	9800980094	Enforcement Criminal Court Summons	Rejected	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	
<input type="checkbox"/>	08/05/2021	4200162	Inspection Record	Pending Review	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	Pay
<input type="checkbox"/>	08/04/2021	2021-ENFORC-000173-VIOR	Enforcement Violation Order Details	Dismissed		

Fig. 10: My Records – View ‘FDNY Summons’ Record

Your screen will refresh and your **Record Number** (highlighted below in “yellow”) is displayed. The title of your Enforcement record (highlighted below in “blue”) is displayed. The **Record Status** (highlighted below in “green”) is “Abated - No Hearing Required.” Additionally, the **Work Location** (Premises Address) is displayed.

Finally, click **Home** to go back to the **FDNY Business Home Page**. See Figure 11.

NOTE #1: You cannot modify or delete the information displayed on the **Record Details** screen. This information is read-only.

NOTE #2: Please disregard the instruction to upload documents (highlighted below in “yellow”). Since the Enforcement record is read-only, you cannot view or upload documents.

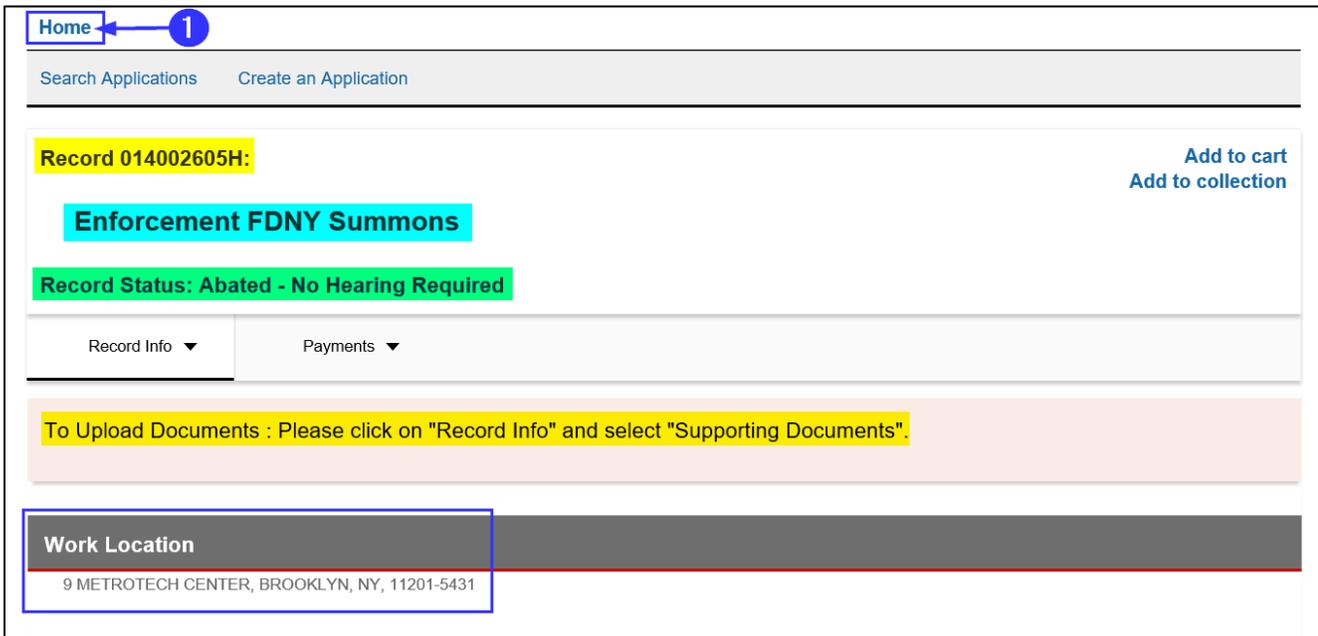


Fig. 11: View ‘FDNY Summons’ Record Details

2. Search for Enforcement Records

You can also search for Enforcement records using the **Search Applications/Requests** option on the **FDNY Business Home** page.

Once logged in, click the **Search Applications/Requests** link. See Figure 12.

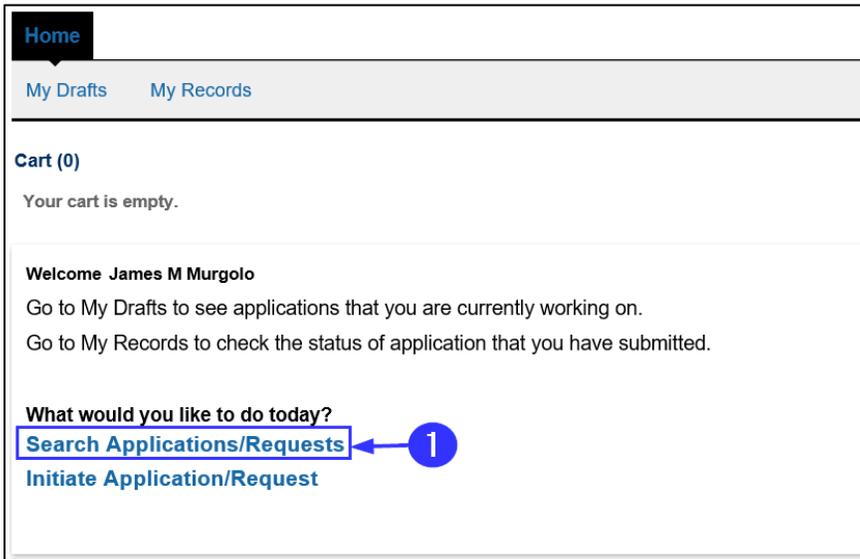


Fig. 12: Click ‘Search Applications/Requests’

On the **General Search** page, enter the Enforcement **Record Number** (highlighted below in “yellow” in the below example) that you would like to search for.

The **FDNY Summons Record Number** can be found on the FDNY Summons that was issued to you at the time of the Inspection. Then, click the **Search** button. See Figure 13.

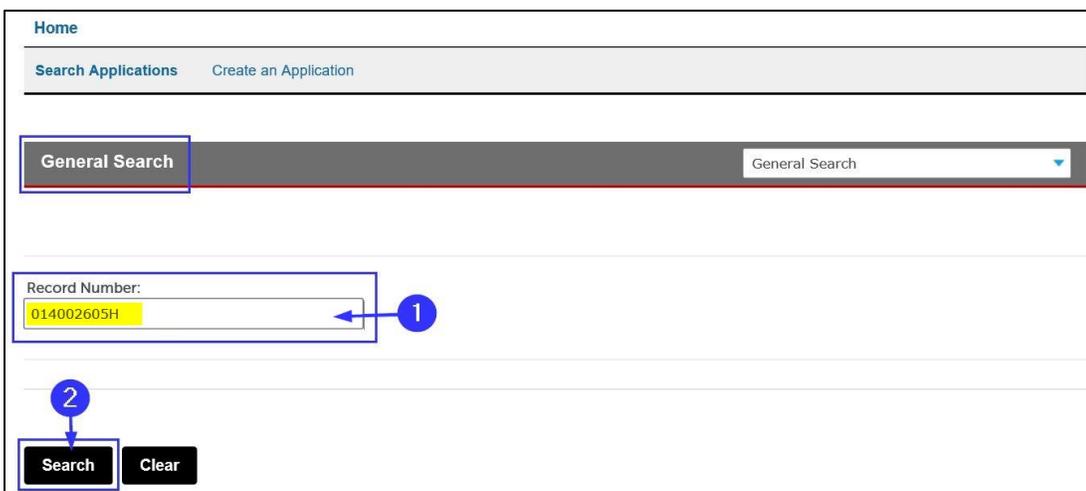


Fig. 13: General Search

Your screen will refresh and your **Record Number** (highlighted below in “yellow”) is displayed. The type of Enforcement record (highlighted below in “blue”) is displayed. The **Record Status** (highlighted below in “green” in the below example) now reads “Abated - No Hearing Required.” Additionally, the **Work Location** (Premises Address) is displayed.

Finally, click **Home** to go back to the **FDNY Business Home Page**. See Figure 14.

NOTE #1: You cannot modify or delete the information displayed on the **Record Details** screen. This information is read-only.

NOTE #2: Please disregard the instruction to upload documents (highlighted below in “yellow”). Since the Enforcement record is read-only, you cannot view or upload documents.

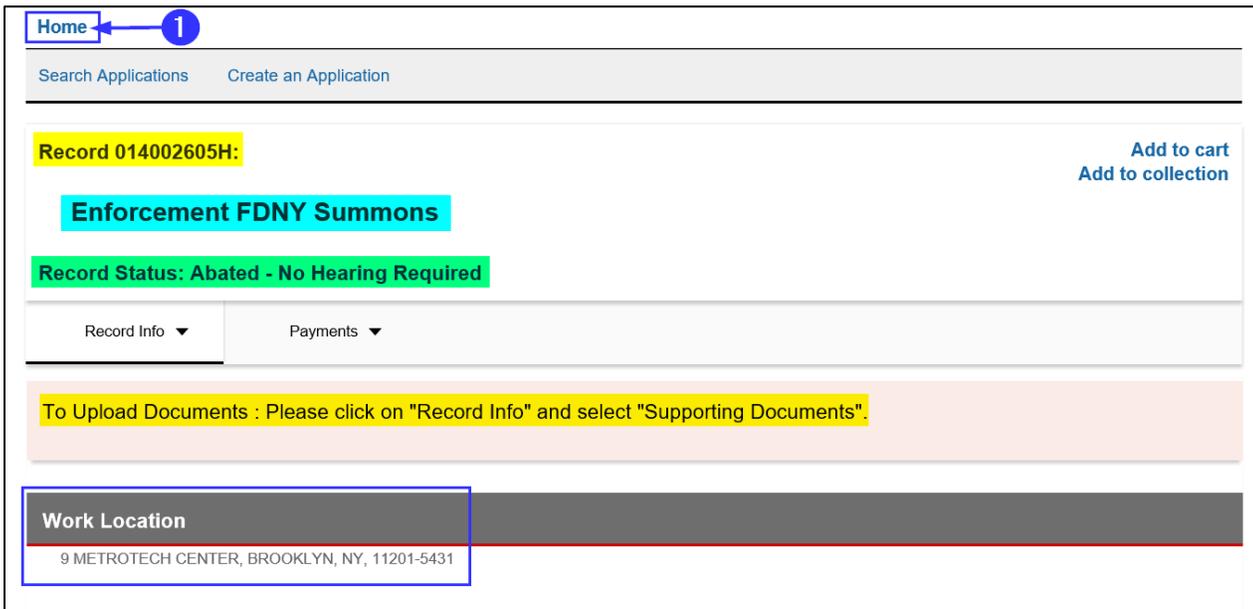


Fig. 14: View ‘FDNY Summons’ Record Details

You can also repeat the steps above to search and view the Violation Order and Criminal Court Summons Enforcement records.

NOTE: You will only be able to locate Enforcement records which are associated with your account. For additional assistance contact 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.