



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, NY 11201-3857



## BUREAU OF FIRE INVESTIGATION SPECIAL SERVICES COMMAND

Dear Sir or Madam:

For a full copy of the Fire Marshal report, please submit a request to the Freedom of Information Law (FOIL) Unit by:

1. Visiting the NYC OpenRecords Portal at <https://a860-openrecords.nyc.gov/>,
2. Selecting “**Request a Record**” at the bottom of the page,
3. Under “**Agency (required)**” select “**New York Fire Department (FDNY)**” from the dropdown,
4. In the “**Request Title (required)**” field enter “**Fire Marshal Face Sheet**”
5. Under the “**Request Type (required)**” select the drop down option “**Fire Marshal Face Sheet (Cause of Fire Only)**”,
6. Fill out the remaining portions of the form and “**Submit Request**”.
  - NOTE: Please be sure to include your **email** address for an electronic response which will help prevent mailing delays.

Respectfully yours,  
BFI SSC Unit