



FIRE DEPARTMENT – CITY OF NEW YORK



Application for Copy of Fire Marshal Fire and Incident Report (FI-101)

Mail to:

**Bureau of Fire Investigation
Special Services Command
Fire Department – City of New York
9 MetroTech Center – 8th Floor
Brooklyn, NY 11201-3857**

Instructions to Applicant: Please complete **Sections I and II** and mail this form to the above address, together with a self-addressed, stamped envelope and a check or money order for \$0.25 (payable to "New York City Fire Department")

Section I – Incident Information

Date of Fire

Street Address

Borough

Section II

Name of Applicant

Firm Name

Street Address

Room Number

City, State and Zip Code

Signature of Applicant

Date of Application

Applicant Notes

Section III – Response No. ___-___-___ (To Be Completed by BFI)

- A copy of the report is enclosed.
- The report is not yet complete.
- The report is exempt from release under the Freedom of Information Law ("FOIL") because report relates to a pending law enforcement investigation. See NY Public Officers Law § 87 (2) (e). If you wish to appeal the denial of this application, you must do so within thirty (30) days of receipt of this notice, by writing to FOIL Appeals Officer, Bureau of Legal Affairs, at the above address.
- The Bureau of Fire Investigation did not investigate the fire described in your application.

New York City Fire Department Bureau of Fire Investigations (BFI) Reports

The New York City Fire Department issues and maintains records of Fire Investigation Reports for suspicious fires occurring within New York City. The FDNY does not maintain copies of Fire Investigation Reports for fires occurring outside of New York City.

Where do I obtain a copy of my FDNY BFI Report?

- You may obtain copies of BFI Reports from the FDNY Fire Marshals through the following methods,
 - [Online](#)
 - By Mail

Mail requests to:

Bureau of Fire Investigations
Special Services Command
Fire Department City of New York
9 MetroTech Center, 8th Fl.
Brooklyn, NY 11201-3857

Who is eligible to obtain a copy of a FDNY BFI Report?

- Anyone may apply for a copy of a FDNY BFI Report. Your application for a copy may be denied if the report is not complete, or if BFI did not investigate the fire incident requested in the application. The report may also be exempt from release under the Freedom of Information Law (“FOIL”) because it relates to a pending law enforcement investigation. Refer to NY Public Officer’s Law §87(2)(e) for more information concerning exemption of certain records from release.

What is the fee for a copy of an FDNY BFI Report?

- The fee for a FDNY BFI Report is \$0.25 per page.
- Payments for Mail or Online requests may be made by check or money order payable to the New York City Fire Department - **Do not send cash.**
 - *NOTE: Payments submitted from foreign countries must be made by a check drawn on a United States bank or by international money order.*