# SOUTHAMPTON FIRE DEPARTMENT

**PO BOX 1435**

SOUTHAMPTON, NY 11969

# 631-283-0072

# OFFICE@SOUTHAMPTONFD.ORG

Fire Incident Report Request Form

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| SECTION A CUSTOMER INFORMATION  Please print the required information below. OFFICE USE ONLY  Date Recieved  Name  SFD Staff  Address Accepted By/Initials:  Searched By:  State Zip Code  Total Amount:  Telephone Number  **Note:** Please make sure you complete this form and attach all required documents. If payment is needed, enclose a check or money order made payable to the Village of Southampton **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**. |
| SECTION B REQUEST FIRE INCIDENT REPORT  Please print the required information below.    House No Street Name Floor(s) Apt(s) Borough Box # (Note: If you are requesting Section C, do not fill out the remaining section below) INCIDENT DATE / / INCIDENT NO. (If available) Please check the incident type below (choose only one box):  **Building**  **Transportation - Type: Make: Plate: Outdoors (provide description) - Non-Fire Emergency (provide description) -** |
| SECTION C  REQUEST PROPERTY REPORT  Please indicate the period to be searched:  From: / / To: / /  We will only provide a listing of the incident dates found for the time period requested. |

SFD (August-21)

Note: Requests will be responded to within 10 business days.

**Southampton Fire Department Fire Report Request**

The Southampton Fire Department (“SFD”) creates Fire Incident Reports for emergency responses occurring within the Village of Southampton and the surrounding Southampton Fire Protection District. The SFD does not maintain copies of fire incident records for emergency responses occurring outside of our primary response area.

# Where do I obtain a copy of my FDNY NYFIR Record?

* You may obtain copies from the SFD through the following methods,
  + In Person
  + By Mail
  + By Email

***If you are picking your report up by mail or email, please either mail or e mail requests to:***

# Southampton Fire Department – Record Request

PO Box 1435

Southampton, N.Y. 11969

# Email: Office@Southamptonfd.org

# Who is eligible to obtain a copy of an incident report?

* Anyone may obtain a copy of a SFD incident report.

# What is the fee for a copy of an NYFIR?

* A fee will only be charged for incident reports that require additional logistical work to collect. The requestor will be contacted if there is a fee.
* Payments for Mail or Online requests may be made by check or money order payable to the Village of Southampton - **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.*