



FIRE DEPARTMENT – CITY OF NEW YORK
Public Records Unit / Tanks Section
9 MetroTech Center
Brooklyn, New York 11201-3857
(718) 999-2441 or 2442



Fuel Tank Special Report Request Form

SECTION A

CUSTOMER INFORMATION

Please print the required information below.

Name

Address

State Zip Code

Telephone Number

OFFICE USE ONLY

Cashier / Search No.

PRU Staff
Accepted By/Initials: _____

Searched By: _____

Total Amount: _____

Note: Please make sure you complete this form and attach all required documents. Enclose a check or money order made payable to the **NYC Fire Department** 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

FUEL TANK REPORT - FEE \$10.00 / PER REPORT

House Number Street Name

Borough

- ☐ THE TOTAL AMOUNT AND SIZE OF EXISTING FUEL OIL / HEATING TANKS
- ☐ THE TOTAL AMOUNT AND SIZE OF REMOVED OR SEALED FUEL OIL / HEATING TANKS
- ☐ THE TOTAL AMOUNT AND SIZE OF EXISTING BURIED MOTOR VEHICLE TANKS
- ☐ THE TOTAL AMOUNT AND SIZE OF REMOVED OR SEALED BURIED MOTOR VEHICLE TANKS
- ☐ MOST RECENT TANK / PIPING TEST RESULTS
- ☐ HISTORY OF BURIED TANKS LEAKS

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

PR3 (July-08)

New York City Fire Department Fuel Tank Special Report

The New York City Fire Department issues New York City Fire Code Fuel Tank Inspection Reports and issues violations for bulk fuel storage tanks within New York City. The FDNY does not maintain copies of Fuel Tank Inspection Report records for bulk fuel storage tanks located outside of New York City.

Where do I obtain a copy of my FDNY Fuel Tank Special Report?

- You can perform an on-line search for a summons, see a copy of the summons, find your NYC Office of Administrative Trials and Hearings (OATH) Environmental Control Board (ECB) hearing date, hearing results, and make payments. You can search for this information by name, address or the summons number. You can search for this information by name, address or the summons number by going to the [Summons Finder](#).
- You may obtain copies from the FDNY Public Records Unit through the following methods,
 - In Person
 - By Mail
 - [Online](#)

If you are picking your Report up *in person* or want to request the records *by mail*, please either visit or mail requests to:

FDNY Public Records Unit

9 MetroTech Center- First Floor

Brooklyn, N.Y. 11201

Use the FLATBUSH AVENUE ENTRANCE

Hours of Operation: Monday - Friday 9:00am to 4:00pm (except Holidays)

(718) 999-1998 or 1999

Who is eligible to obtain a copy of a FDNY Fuel Tank Special Report?

- Anyone may obtain a copy of a FDNY Fuel Tank Special Report.

What is the fee for a copy of an FDNY Fuel Special Tank Report?

- The fee is \$10.00 per Report.
- 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.*