



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
California All Incident Reporting System

PROCEDURES FOR CALIFORNIA FIRE DEPARTMENTS REQUESTING ISSUANCE OF FIRE DEPARTMENT IDENTIFICATION NUMBERS

Fire Department Identification (FDID) Numbers are issued to fire departments by the California Department of Forestry and Fire Protection (*CAL FIRE*), Office of the State Fire Marshal (SFM).

FDID numbers are required for submitting National Fire Incident Reporting System (NFIRS) 5.0 compliant statistical data to the SFM for validation into the State's California All Incident Reporting System (CAIRS) database and further processed into the National NFIRS database by SFM. More information regarding NFIRS is available at www.nfirs.fema.gov.

FDID numbers are the same five-digit number used for reporting data under the previous California Fire Incident Reporting System (CFIRS), which was discontinued on January 1, 2003.

If your department has never been assigned an FDID number in the past and is requesting such issuance, please follow the procedures below:

Requests must be submitted in writing, on departmental letterhead and signed by the Chief of the department, addressed to:

**California Department of Forestry and Fire Protection
Office of the State Fire Marshal
California All Incident Reporting System
P. O. Box 944246
Sacramento, CA 94244-2460**

The written request should include the following:

1. Department name.
2. Mailing address, telephone and fax numbers.
3. Headquarters address, telephone/fax numbers (if different than mailing address).
4. Name/Title of Chief of the Department (who needs to sign the letter).
5. Type of organization (i.e., city, county, district, state, federal, private, brigade, company).
6. Staffing type (i.e., paid, mostly paid, volunteer or mostly volunteer).
7. Brief description of the department, including:
 - A. county location
 - B. jurisdictional boundaries (i.e., inclusion of map or street/highway designators).
8. Governing body that oversees the fire entity, with names, titles or organizational chart.
9. OES Three-letter Designator (if applicable).

Note: The Governor's Office of Emergency Services (OES), FIRESCOPE Division, may be contacted regarding assignment of a three-letter OES designator. More information is available at: www.firescope.org/macs_ids/macs-3-letter.htm

After processing your request, you will receive a written response regarding assignment of an FDID number.

Information on registering your department with the United States Fire Administration's National Fire Department Census is available at www.usfa.fema.gov/applications/census .

Does your Fire Department Information need to be updated in the FDID database?

The SFM is dedicated to maintaining the most current information regarding fire departments in California. If there is a need to update your FDID information or your department has merged with another department, we appreciate your help by submitting the completed "**Fire Department Information Change Notice**", available at <http://osfm.fire.ca.gov/cairs/cairs.php>. We will share this information with the California Professional Firefighters as well as the California State Firefighters Association for updating their Fire Department Directories.

If further information is needed regarding FDID numbers, please contact Kirsti Fong, CAIRS Coordinator, either by email to kirsti.fong@fire.ca.gov, or telephone at (916) 445-8435.