



# Federal Emergency Management Agency

Washington, D.C. 20472

## Flood Insurance Study (FIS) Data Requests

The Federal Emergency Management Agency (FEMA) has identified five categories into which requests for FIS data are separated. These categories are:

- Category 1** - Paper copies, diskettes, or microfiche of hydrologic and hydraulic backup data for current or historical FISs
- Category 2** - Paper or Mylar copies of topographic mapping developed during the FIS process
- Category 3** - Paper copies or microfiche of survey notes developed during FIS process
- Category 4** - Paper copies of individual Letters of Map Change
- Category 5** - Paper copies of void map panels
- Category 6** - Computer tapes or CD-ROMs of Digital Line Graph files, Digital Flood Insurance Rate Map files, or Digital LOMR attachment files.

A non-refundable fee of \$150 will be required to initiate requests for data from categories 1, 2, and 3 from non-exempt requestors. This fee will cover the preliminary costs of research and retrieval. The costs of processing requests in categories 1, 2, and 3 will vary based on the complexity of the research involved in retrieving the data and the volume and medium of the data to be reproduced and distributed. The initial fee will be applied against the total costs to process the data request, and the requestor will be invoiced for the remainder of the fee. No data will be provided to a requestor until the entire fee has been paid.

The final fees for processing FIS data requests for Categories 1, 2, and 3 are calculated by adding labor charges (actual hours times \$33 per hour); reproduction costs of materials used; and a standard charge of \$93.00 to cover the costs related to library maintenance.

No initial fee will be required to initiate requests for data from categories 4 through 6. Each requestor will be contacted regarding the availability of the materials and the fee associated with obtaining the requested materials. No data will be provided to a requestor until the fee has been paid.

The costs of processing requests under categories 4 through 5 will not vary. Therefore, FEMA has established the flat user fees shown below for these categories of requests.

- Category 4** - \$40 for first letter; \$10 for each additional letter
- Category 5** - \$35 for first panel; \$2 for each additional panel
- Category 6** - \$150 (per county/digital LOMR attachment shape files)

Requestors must submit the user fees shown above with requests for FIS technical and administrative support data. We will charge all entities except the following for requests for FIS technical and administrative support data:

- Private architectural-engineering firms under contract to us to perform or evaluate studies and restudies;
- Federal agencies that perform or contract for studies and restudies for us (i.e., U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resources Conservation Service, and Tennessee Valley Authority);
- Communities that request data during the statutory 90-day appeal period for an initial or revised FIS for that community;
- Mapped participating communities that request data at any time other than during the statutory 90-day appeal period, provided that the community requests the data for its use and not for a third-party user; and
- State NFIP Coordinators, provided that the data that they request are for use by the State NFIP Coordinators and not for use by a third-party user.

To initiate your request, please complete page 3 of this form.

The average request takes 2 to 3 weeks to fill.

You will be contacted after we have determined whether the requested data are available and the final fee is assessed.

Payments can be made by Checks, Money Order or Credit Card. Checks or money orders should be made payable to:

**NATIONAL FLOOD INSURANCE PROGRAM.**

If paying by credit card, please complete the Payment Information Form and mail it or send a facsimile of it with your request.

Data will be released upon receipt of final payment.

**Please include your check, if applicable, with your written request and mail to:**

FEMA Engineering Library  
847 South Pickett St.  
Alexandria, Virginia 22304  
Fax (703) 212-4090



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**Flood Insurance Study (FIS) Data Request**

Please provide the following information as applicable for the area where you require data:

- Complete community name (including county and state)

- Community identification number, if known

- Name(s) of flooding source(s) and specific location(s) for which data are needed (Attach FIRM panel showing subject area if available)

  
  

- Specific data needed (see list of available categories on page 1)

  

- Effective date of FIRM for which data are requested (enclose an annotated copy of FIRM/FBFM, if available, identifying area of interest)

- Contact person's name

- Firm Name

- Email Address

- Daytime Phone/fax number:

ph

fax

- Mailing Address

- I am employed by (choose one):

Private Firm  State Agency  Federal Agency  Local Gov't  FEMA Study Contractor\*  Other

\* Please provide contract number