



# Federal Emergency Management Agency

Washington, D.C. 20472

## Flood Insurance Study (FIS) Data Requests

The Federal Emergency Management Agency (FEMA) has identified seven categories into which requests for Flood Insurance Study (FIS) backup (i.e., technical and administrative support) are separated. These categories and their associated fees are below:

Requests for Flood Insurance Backup Data	Fee
<b>1. Portable Document Format (PDF) or Diskettes of hydrologic and hydraulic backup data for current or historical FISs</b>	\$300, plus a \$93 per-case surcharge fee to recover the cost of library maintenance and archiving. For larger requests that require more than 4 hours of research, additional hours will be charged at \$40 per hour.
<b>2. PDF or Mylar copies of topographic mapping developed during FIS process</b>	\$300, plus a \$93 per-case surcharge fee to recover the cost of library maintenance and archiving. For larger requests that require more than 4 hours of research, additional hours will be charged at \$40 per hour.
<b>3. PDF of survey notes developed during FIS process</b>	\$300, plus a \$93 per-case surcharge fee to recover the cost of library maintenance and archiving. For larger requests that require more than 4 hours of research, additional hours will be charged at \$40 per hour.
<b>4. PDF of individual Letters of Map Change (LOMCs)</b>	\$40 for first letter; \$10 for each additional letter in the same request. Requesters will be notified about availability of the data and the fees associated with the requested data.
<b>5. PDF of preliminary map panels</b>	\$35 for first panel; \$2 for each additional panel in the same request. Requesters will be notified about availability of the data and the fees associated with the requested data.
<b>6. DVDs of Digital Line Graph files, FIRM files or Digital LOMR attachment files</b>	\$150 per county or Digital LOMR attachment shape file. Requesters will be notified about availability of the data and the fees associated with the requested data.
<b>7. Computer diskettes and user manuals for FEMA computer programs</b>	\$25 per copy. Requesters will be notified about availability of the data and the fees associated with the requested data.

As shown in the table above, for Categories 1-3, an initial fee of \$300 is required to initiate the request and required before the requested data will be provided. If the data requested are available and the request is not cancelled, the final fee is calculated as a sum of the standard per-product charge plus a per-case surcharge of \$93, to help recover library maintenance and archiving costs. The total costs of processing requests in Categories 1- 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 flat fee will be applied against the total costs to process the request, and FEMA will invoice the requester for the balance plus the per-case surcharge before the data are provided. No data will be provided to a requester until all required fees have been paid.

For Categories 4- 7, there is no initial fee to initiate a request for data. Requesters will be notified about the availability of, and the fees associated with, the requested data.

Payment must be received before services and data are rendered. Fee payments for non-exempt requests must be made in advance of services being rendered. These payments shall be made in the form of a check, money order, or by credit card payment. Checks and money orders must be made payable, in U.S. funds, to the National Flood Insurance Program.

FEMA will deposit all fees collected to the National Flood Insurance Fund, which is the source of funding for providing these services.

Requestors must submit the user fees listed 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 FEMA to perform or evaluate studies and restudies
- Federal agencies involved in performing studies and restudies for FEMA (i.e., U.S. Army Corps of Engineers, U.S. Geological Survey, Natural Resources Conservation Service, Tennessee Valley Authority)
- Communities that have supplied the Digital Line Graph base or other digital community GIS data to FEMA and request the Digital Line Graph data or FIRM files (Category 6)
- 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 the data are for use by the community and not a third-party user
- 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

A full detailing of all flood map-related fees is available on the following webpage:  
<https://www.fema.gov/forms-documents-and-software/flood-map-related-fees>

### **Initiating a Request**

To initiate your request, please complete pages 4 and 5 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

Please note that effective FIRMs, FHBMs, FIS reports, FIRM and National Flood Hazard Layer geodatabases (NFHL), and Letters of Map Change (LOMC) with determination dates after July 1997 are available from the MSC: <http://msc.fema.gov> (phone: 877- FEMA-MAP).



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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

Phone #:

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