



California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
California Incident Data & Statistics Program

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

Updated: 11/16/2021

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 (OSFM), California Incident Data & Statistics program (CalStats).

FDID numbers are required for submitting National Fire Incident Reporting System (NFIRS) 5.0 compliant statistical data to the state (CalStats) and federal (NFIRS) databases. More information regarding NFIRS is available at [National Fire Incident Reporting System \(fema.gov\)](http://National Fire Incident Reporting System (fema.gov)).

FDID numbers are the same five-digit number used for reporting data under the previous California Fire Incident Reporting Systems (CFIRS and CAIRS). 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. The request can be submitted via postal mail or by email to [CalStats@fire.ca.gov](mailto:CalStats@fire.ca.gov)

### Address the request to:

**California Department of Forestry and Fire Protection  
Office of the State Fire Marshal  
California Incident Data & Statistics Program  
P. O. Box 944246  
Sacramento, CA 94244-2460**

### The written request should include the following:

1. Fire department name
2. Mailing address, telephone, and fax numbers
3. Headquarters' address, telephone/fax numbers (if different than mailing address)
4. Fire department email address
5. Name, title, and email address of the person responsible for overseeing the department NFIRS reporting and submitting reports to the Office of the State Fire Marshal (OSFM)
6. Name/Title of Chief of the Department (who needs to sign the letter)
7. Type of organization (i.e., city, county, district, state, federal, private, brigade, company)
8. Staffing type (i.e., paid, mostly paid, volunteer, or mostly volunteer)
9. Brief description of the department, including:
  - A. county location
  - B. jurisdictional boundaries (i.e., inclusion of map or street/highway designators)
10. Governing body that oversees the fire entity, with names, titles, or organizational chart.
11. OES Three-letter Designator – MACS ID

*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:*

<https://firescope.caloes.ca.gov/mars>

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 [National Fire Department Registry \(fema.gov\)](http://www.fema.gov) .

***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 fire department information or your department has merged with another department, we appreciate your help by submitting an online "**Fire Department Information Change Notice**", available here: [Fire Department Information Change Notice](#). 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 Jennifer Bowman, CalStats Program Manager, either by email to [Jennifer.Bowman@fire.ca.gov](mailto:Jennifer.Bowman@fire.ca.gov), or telephone at (916) 208-8025.