



## Requirements to obtain a Motor Vehicle Fire Report (FP-33C)

When the **OWNER** of record is seeking a Form FP-33C, burned/recovered motor vehicle report, the following information shall be required, in accordance with *Massachusetts General Law, Chapter 266, Section 29B*.

### Step I - Required Documentation

Prior to requesting an appointment, the *owner of record* must gather, and have in their possession, all the *required documentation* listed below:

- Drivers License of the vehicle owner
- Drivers License of the operator (if not the owner at the time of the fire)
- Vehicle Registration
- Coverage Section Page of the insurance policy
- Loan paperwork or Title
- Bill of Sale
- Repair records
- Annual inspection report print out
- Insurance Company Name, Claim Number, Agents Name, and Phone Number

**If the vehicle was stolen, the following additional documentation is required:**

- Lynn Police Department, Stolen Vehicle Report
- Recovered Vehicle Police Report

### Step II – Request an Appointment

Once the required documentation has been gathered, in order to process a Commonwealth of Massachusetts Department of Fire Services Burned/Recovered Motor Vehicle Report (FP-33C), the *owner of record* of the motor vehicle must contact the Lynn Fire Department – Fire Investigation Unit, to request and schedule an appointment.

To request an appointment, email: [Arsonsquad@Lynnfire.org](mailto:Arsonsquad@Lynnfire.org) or call (781) 599-0232 and leave a message.

Please make sure to include in the email or message:

- Your Name
- Contact Phone Number
- Date of Incident
- Vehicle Type
- Location of Incident

Once a request has been made, a member of the Fire Investigation Unit will contact you by email or by phone to confirm the appointment date and time.

### **Step III – Your Appointment**

- At the time the appointment the *vehicle owner* must bring all the required documents listed in Step I above
- If someone other than the owner, was operating the vehicle at the time of the fire, the *vehicle operator* must also attend the appointment and provide a statement to the fire investigators
- The location of the appointment will be 625 Lynnfield Street, Lynn MA, 01904
- You will park in the parking lot on the side of the fire station and ring the doorbell located at the front entrance
- You must bring **all** sets of keys for the vehicle
- You will complete the Form FP-33C and Form FP-33D in person at the time of the appointment
- The Fire Investigation Unit may require additional information before the Form FP-33C can be released