

**NH DEPARTMENT OF SAFETY
DIVISION OF FIRE SAFETY
OFFICE OF THE STATE FIRE MARSHAL**

NHFIRS SECTION

ELECTRONIC DATA SUBMISSION PROCEDURE

The NH State Fire Marshal's Office is now prepared to accept NHFIRS data via e-mail attachments. You may send data to the following e-mail address as an attachment:

nhfirs@dos.nh.gov

The following parameters must be followed in order for us to accept the file.

1. Data file must be virus free and must conform to the standard NFIC/USFA data format.
2. Subject line must read: **[TOWN] Data Submission for MM/YYYY** (where [TOWN] equals the FD Name, MM equals the month being submitted and YYYY equals the year. (Example: Anywhere FD Data Submission for 01/2000)
3. The body of the e-mail must contain the following information:
 - A. Name of Department
 - B. Contact Person
 - C. FDID of Department
 - D. Filename being attached
 - E. Date range of data included.
 - F. Name of Software being used to create file
 - G. Remarks including any special instructions
4. Data still must be submitted one **complete** month at a time.
5. Data is due in our office no later than the fifteenth of the month following. For example: January's data is due in our office by February 15. The only exception to this policy is December's data. An extra month is allowed to finish off the year. The year-end data is due by February 15.
6. Error validation reports will be e-mailed back to address from which the data was submitted unless we are instructed to do otherwise.

If you have any questions concerning this policy, please feel free to contact our office at 603-223-4289