**Notice-to-User Request and Supporting Information Form**

| **Study Name:** | **Effective:** |
| --- | --- |

| **Item** | **Details/Comments** |
| --- | --- |
| Description of Error or Omission |  |
| Listing of all impacted elements (Flood Insurance Study, Flood Insurance Rate Map, Flood Profiles, etc.) |  |
| Root Cause Analysis, including when and how the error/omission occurred |  |
| How was the issue identified &/or who requested the correction? |  |
| Appeal Period Start and End Dates and other relevant Due Process considerations |  |
| Are any revisions to the FIS/FIRM on-going or planned? If yes, provide the planned effective date. |  |
| Is the correction considered urgent and/or will it potentially affect a flood hazard or flood insurance determination? |  |
| Who is/was the Mapping Partner for the defective component? |  |
| Provide additional comments or screen shots as necessary as well as additional pages as needed. |  |

| **FEMA Approval** |  |
| --- | --- |
| FEMA Headquarters Due Process Lead Date |