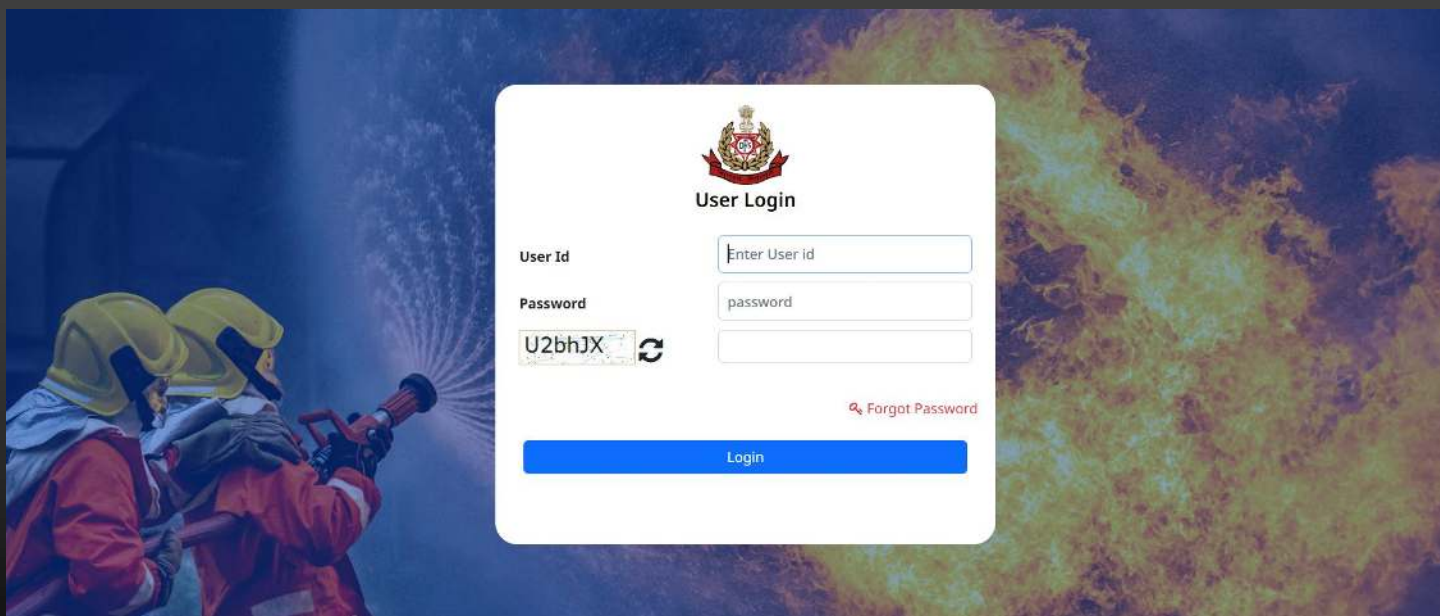




# FIRE SAFETY CERTIFICATE [RENEWAL]

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## USER MANUAL



**DELHI FIRE SERVICE (DFS)**

**205, 1205, Barakhambha Road, Cannaught Lane,  
Barakhambha, New Delhi-110001**



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# 1 INTRODUCTION

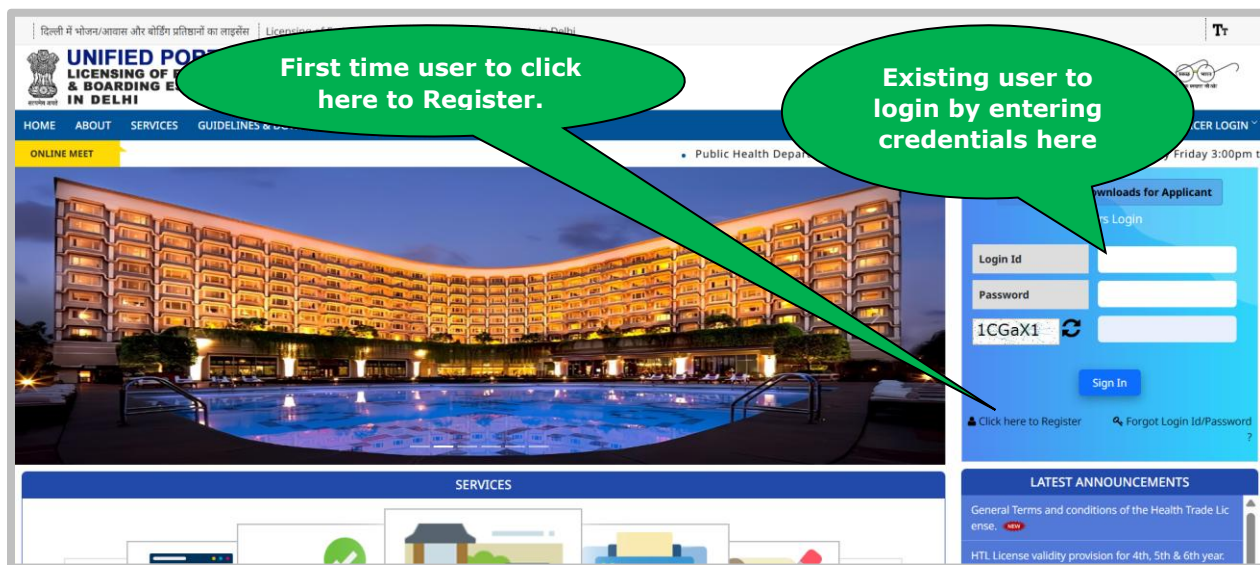
## 1.1 ABOUT

Delhi Fire Service has developed an online portal for renewal of Fire Safety Certificates (FSC) for the establishments other than eating/lodging/guest houses/banquet hall and amusement parks. This portal asks for very minimal details of the applicant and establishment including few uploads by the applicant.

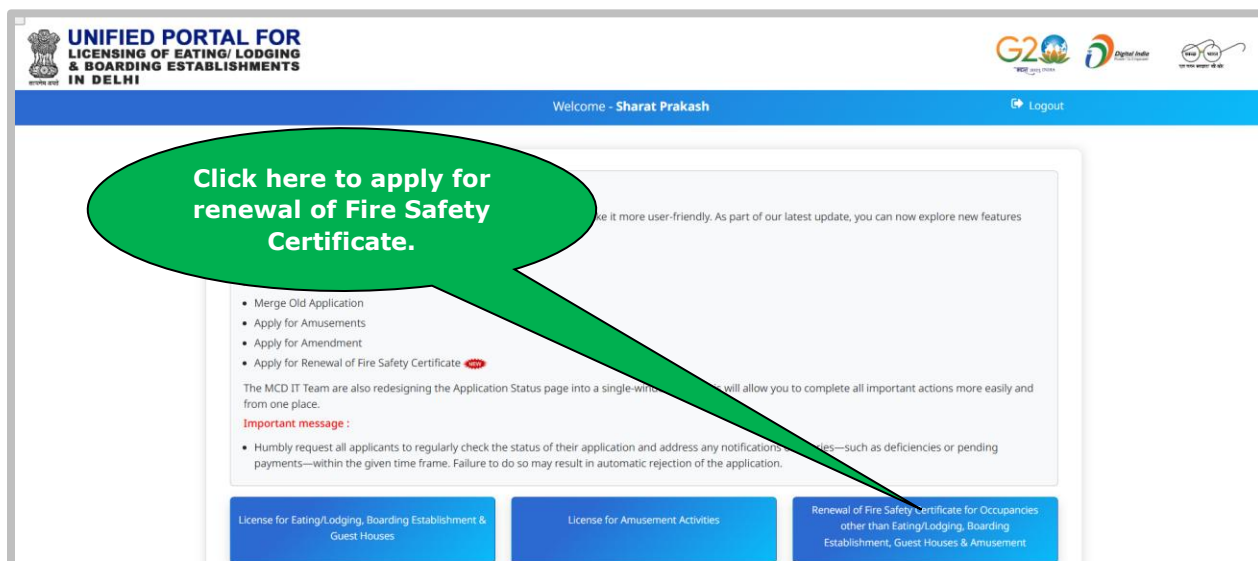
System provides secured access to users having user ID and password. A user having basic knowledge of computer and internet can work easily with application.

## 1.2 APPLICATION ACCESS

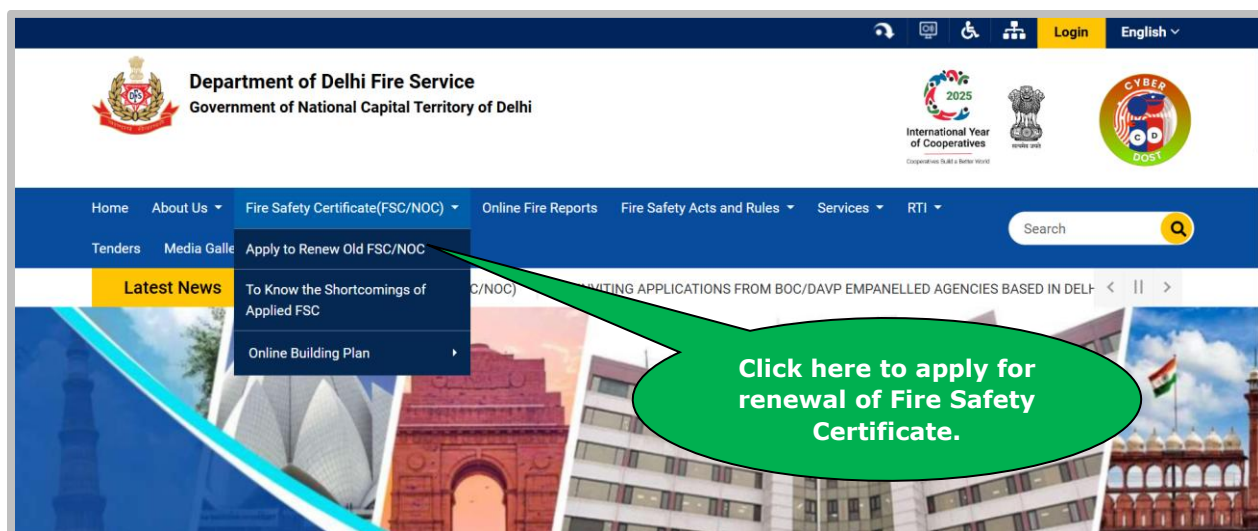
You can access online portal of DFS by typing <https://etl.mcdonline.nic.in> the address bar of the internet browser. New first-time user can register themselves by clicking on "Click here to Register" and existing user may log-in through entering their respective login credentials.



Once you are registered and logged-in, please click on the third button from left to access DFS portal for renewal of FSC as shown in below picture.



Alternatively, user may also access the portal by entering <http://dfs.delhi.gov.in> in address bar of the internet browser. Go to "Fire Safety Certificates (FSC/NOC)" and click on "Apply to renew old FSC/NOC"



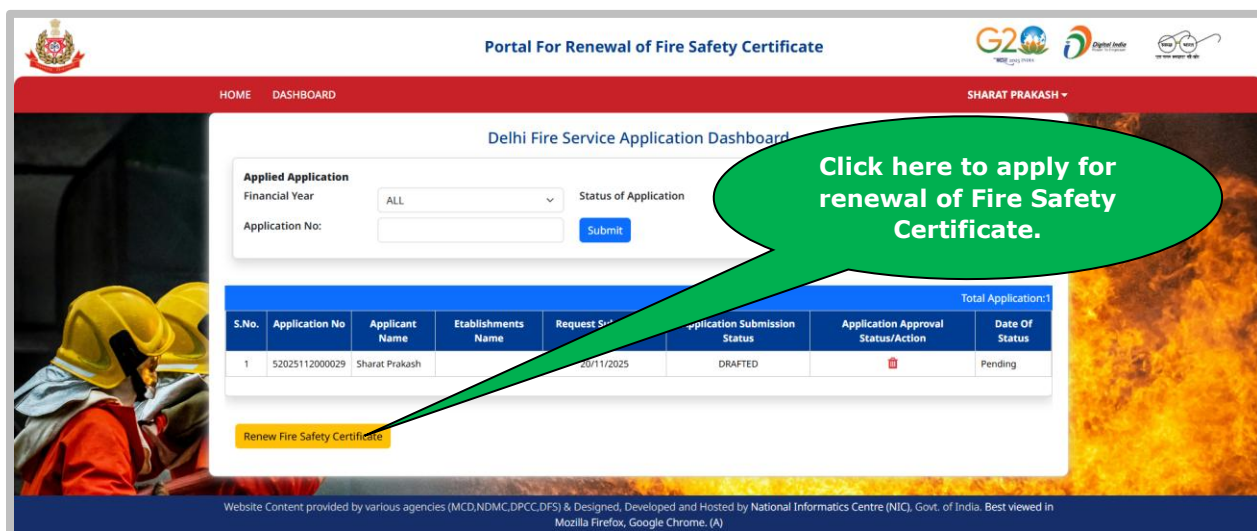
## 2 FSC RENEWAL APPLICATION FORM

To renew the Fire Safety Certificate from Delhi Fire Service (DFS), applicant need to fill application form. The application form is segregated into two sections viz. "Applicant Details" and "Building/Occupancy Details"


### Pre-Requisites:

Before filling up the FSC renewal application form, you need to have below documents in place:

- PAN card of the applicant (In PDF; 5mb max.)
- Proof of identity of the applicant (Voter ID, Aadhar Card, Driving license etc.)
- Proof of address of the applicant (Voter ID, Passport etc.)
- Previous Fire Safety Certificate (FSC)



The screenshot displays the 'Portal For Renewal of Fire Safety Certificate' with the 'Delhi Fire Service Application Dashboard'. It includes a navigation bar with 'HOME' and 'DASHBOARD' links, and a user profile for 'SHARAT PRAKASH'. The dashboard features a form for 'Applied Application' with fields for 'Financial Year' (set to 'ALL') and 'Application No.', along with a 'Status of Application' dropdown and a 'Submit' button. Below the form is a table listing applications, with one entry for Sharat Prakash. A green callout bubble points to the 'Renew Fire Safety Certificate' button and the table, containing the text: 'Click here to apply for renewal of Fire Safety Certificate.'

S.No.	Application No	Applicant Name	Establishments Name	Request Submitted On	Application Submission Status	Application Approval Status/Action	Date Of Status
1	52025112000029	Sharat Prakash		20/11/2025	DRAFTED		Pending

### Applicant Details:

You need to fill the applicant details section of the application form as shown in below picture.



**Portal For Renewal of Fire Safety Certificate**

HOME DASHBOARD SHARAT PRAKASH

**Applicant Details** **Building / Occupancy Details**

**Applicant Details**

1.	Application No.	52025112000029	(Auto Generated by System)
1.2	Full Name	Sharat	Prakash
1.3	Father/Mother/Spouse Name	Father	Om Prakash
1.4	Gender	Male	
1.5	Date Of Birth	09/11/2011	
1.6	Nationality	Indian	
1.7	Proof of Identity	PAN	ABERR6634C
1.8	Present Address	25	Gaurav Lane
		South Enclave	Delhi
		DELHI	East
		110092	
1.9	Proof of Residence	Select Residence Proof	454373737
		20251120125638_52025112000029...	
1.10	Mobile Number		
1.11	Email id		
1.12	Permanent Account Number (PAN)	ABERR6634C	

Save and Next

Fill the applicant details here

Click here to save and move on next page.

Website Content provided by various agencies (MCD,NDMC,DPPCC,DFS) & Designed, Developed and Hosted by National Informatics Centre (NIC), Govt. of India. Best viewed In Mozilla Firefox, Google Chrome. (A)

Visitor Counter 50914049

Last Updated: July 19, 2025

## Building/Occupancy Details:

You need to fill the building/occupancy details section of the application form as shown in below picture. You need to upload previous FSC in this section.

If there is any addition or alteration in existing building, you need to reach our nearest Delhi Fire Service office.

**Portal For Renewal of Fire Safety Certificate**

HOME DASHBOARD SHARAT PRAKASH

**Applicant Details Building / Occupancy Details**

**Building / Occupancy Details**

2.0 Enter UPIC no(MCD)/PID No (NDMC)/Property No(DCB) 248874209512 ☐ Not applicable

2.1 Enter Electricity CA No. Enter Electricity CA No. Choose File No file chosen Upload pdf doc (size upto 5 mb)

2.1.1 Upload Copy of Electricity Meter Kanak Building 123B South Park Delhi New Delhi

2.4 Is there any Addition / Alteration in the building since last Fire Safety Certificate(FSC) issued Select Addition Alteration No Select

2.5 Previous Fire Safety Certificate(FSC)/Shortcoming Letter Choose File N...en Letter Number DD/MM/YYYY

**Select correct option of any alteration done in existing building**

**Fill the building/occupancy details here**

**Upload previous FSC here**

## Self-Declaration:

Haldi Bank Delhi

2.4 Is there any Addition / Alteration in the building since last Fire Safety Certificate(FSC) issued Select Addition Alteration No Select

2.5 Previous Fire Safety Certificate(FSC)/Shortcoming Letter Choose File N...en Letter Number DD/MM/YYYY

**Check the Self Declaration**

**Click here to save the draft and Final Submission of application form.**

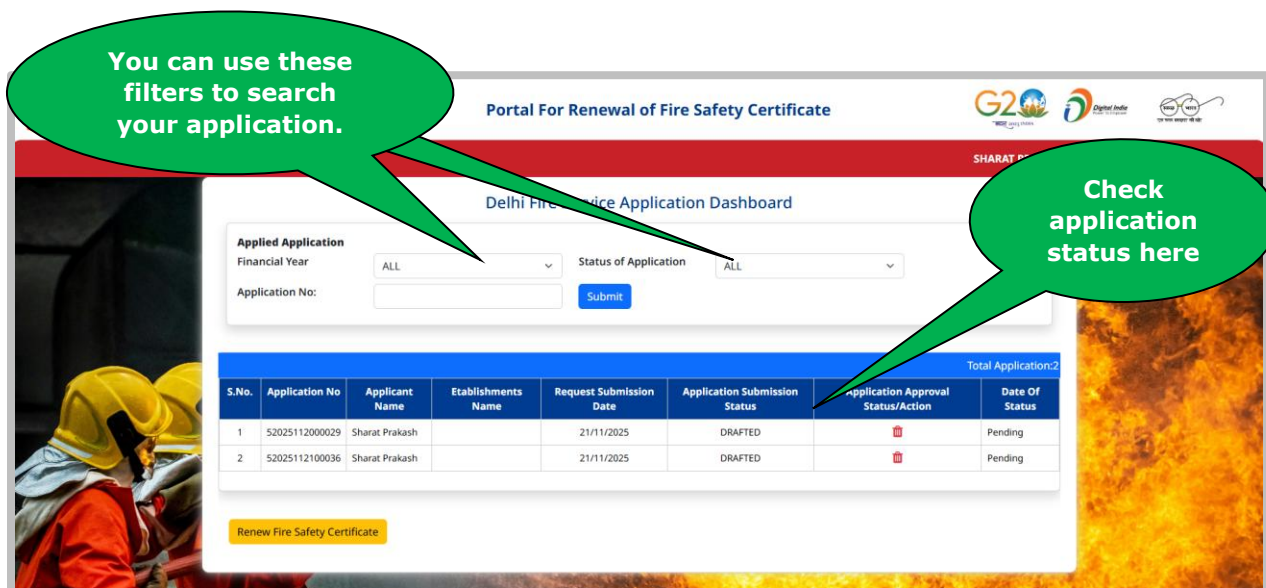
**Self Declaration**

☒ The above contents are correct to the best of my knowledge and belief and the details of measurement etc provided by me truly reflects the ground condition as exist in the building. Nothing has been concealed therein. I further affirm that, in case of the information furnished above is found to be incorrect, I shall be liable for prosecution under section 212 & 227 of the Bharatiya Nyaya Sanhita 2023.

Back Save as Draft

### 3 APPLICANT DASHBOARD

Applicant can search, view and check the status of their applications in this section. Pls refer below picture for reference.



**You can use these filters to search your application.**

**Check application status here**

**Portal For Renewal of Fire Safety Certificate**

**Delhi Fire Service Application Dashboard**

**Applied Application**

Financial Year:  Status of Application:

Application No:

S.No.	Application No	Applicant Name	Establishments Name	Request Submission Date	Application Submission Status	Application Approval Status/Action	Date Of Status
1	52025112000029	Sharat Prakash		21/11/2025	DRAFTED		Pending
2	52025112100036	Sharat Prakash		21/11/2025	DRAFTED		Pending

Total Application: 2

\*\*\*\*\*END-OF-DOCUMENT\*\*\*\*\*