



FEMA

W-12023

March 26, 2012

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the
National Flood Insurance Program (NFIP) Servicing Agent

A handwritten signature in cursive script that reads "Jhun de la Cruz".

FROM: Jhun de la Cruz
Chief, Underwriting Branch
Risk Insurance Division

SUBJECT: Elevation Certificate and Floodproofing Certificate

The current versions of the NFIP Elevation Certificate (FEMA Form 81-13) and the Floodproofing Certificate (FEMA Form 81-65) show an expiration date of March 31, 2012. Newly revised editions of these two forms are undergoing review by the Office of Management and Budget (OMB); however, approval of the revised forms is not expected until after March 31, 2012. While FEMA is awaiting OMB approval for the forms, the current versions that show the March 31, 2012, OMB expiration dates may continue to be used.

When the new forms are approved, FEMA will permit a “phase-in” of the new Elevation Certificate and Floodproofing Certificate on a voluntary basis. During a 12-month transition period following the introduction of the new forms, we will accept either the new form or the old form. This voluntary transition period will allow for sufficient time for coordination and training of all affected NFIP stakeholders. Elevations and floodproofing certified after the last day of the transition period must be submitted on the new Elevation Certificate or Floodproofing Certificate.

The proposed changes to the forms are minor. We will make the new Elevation Certificate and Floodproofing Certificate available on the FEMA website following receipt of OMB approval.

If you have any questions regarding this matter, please contact Mary Ann Chang at 202-212-4712.

cc: Vendors, IBHS, FIPNC, FEMA Regions, Government Technical Representative

Required Routing: Data Processing, Claims, Underwriting