



FEMA

W-23007

August 9, 2023

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

FROM: NFIP Clearinghouse

SUBJECT: FEMA Elevation Certificate & Floodproofing Certificate Guidance

On July 7, 2023, FEMA announced the approval of the Elevation Certificate and Dry Floodproofing Certificate (refer to WYO bulletin W-23006). The new expiration date of these forms is 06/30/2026. The revised forms should be used going forward. You may access the forms on the FEMA website at [National Flood Insurance Program Underwriting Forms | FEMA.gov](https://www.fema.gov/national-flood-insurance-program-underwriting-forms).

FEMA has received inquiries requesting the usage of the expired forms. Please refer to the guidance below:

- For NFIP insurance rating purposes, FEMA will accept a properly completed prior Elevation Certificate or Floodproofing Certificate that is signed or certified prior to November 1, 2023.
- For NFIP communities participating in the Community Rating System (CRS) Program, FEMA will accept a properly completed prior Elevation Certificate or Floodproofing Certificate that is signed or certified prior to November 1, 2023.
- In NFIP non-CRS communities, for floodplain management compliance purposes, communities can use their discretion for certifying elevation information.

Please direct any questions regarding the changes outlined to NFIPUnderwritingMailbox@fema.dhs.gov.

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

Required Routing: Data Processing, Marketing, Underwriting