



FEMA

W-23016

November 6, 2023

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

FROM: NFIP Clearinghouse

SUBJECT: Updated Functionality for FEMA Elevation Certificate and Floodproofing Certificate

FEMA has made updates to the functionality of the revised Elevation Certificate and Floodproofing Certificate and posted new versions of the forms. You may access the updated forms on the FEMA website at [National Flood Insurance Program Underwriting Forms | FEMA.gov](https://www.fema.gov/nfip/forms).

Updates made include the following:

- Elevation fields now accept alphanumeric entries rather than just numeric entries.
- Automatic rounding of numeric entries was removed.
- Digital signatures lock only the section of the form being certified.
- The Elevation Certificate Form and its Instructions are paginated separately to allow submission of the form without also having to transmit the Instructions.
 - The Form Instructions are accessible via a button at the top left of each form page; the first page of the Instructions has a button to allow navigation back to the form.
- Elevation Certificate Section A, Item A.6, specifies color photographs.
- Elevation Certificate Section H, Item H1.a, removed the word “subgrade” and reference to Building Diagram 9.
- Floodproofing Certificate now shows 2-letter abbreviation selections for States and Territories.
- Floodproofing Certificate added missing Zone D to Zone B, C, or X flood zone references.

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

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Required Routing: Claims, Data Processing, Marketing, Underwriting