

A Quick Start Guide For:

Online Open Burn Authorization Requests

(Web OBA)



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Submitting a Request

Step 1 - Logging into the system

- First you will need to contact your local [FFS dispatch](#) center and ask them to enable your online OBA access.
- Use this link <http://fireinfo.fdacs.gov/FMIS.WebOBA/Login> to get to the log-in page.
- Once there, use your customer number and the default password - **FFS** (case sensitive) to log in.
- You will be required to change your password and log in again with your new password.
- Please be sure to remember your password (passwords are case sensitive).
- If you forget your password, send an email with the subject line 'Reset OBA Password' to FFS_WebOBA@FDACS.gov . Please include your name and customer number.



The screenshot shows the login page for the FMIS Open Burning Authorization Request System. At the top, there is a header with the Florida Department of Agriculture and Consumer Services logo and the text "Florida Department of Agriculture and Consumer Services" and "Commissioner Wilton Simpson". Below the header, a breadcrumb trail reads: "You are here: Home > Divisions & Offices > Florida Forest Service > Open Burning Authorizations". The main heading is "Login to FMIS Open Burning Authorization Request System". There are two input fields: "Customer #" and "Password". To the right of the "Password" field is a link "Forgot Password". Below the input fields is a blue "SUBMIT" button. Below the button is a link "Need WebOBA account?". A disclaimer text reads: "Disclaimer: User understands that submission of an open burn authorization request does not constitute Florida Forest Service approval of the request until such time as an authorization number is issued." At the bottom, there is a navigation bar with links: "Employment", "FAQs", "Public Notices", "Contracts", "Accessibility", and "Privacy Policy". Below the navigation bar, there is a footer with copyright information: "©2013 Florida Department of Agriculture and Consumer Services", "Florida Capitol - Tallahassee, Florida 32399-0800", and contact information: "Questions? 1-800-HELP-FLA (1-800-435-7352) - [Mon. - Fri. 8am - 5pm EST] | LIVE CHAT".

Florida Department of Agriculture and Consumer Services
Commissioner Wilton Simpson

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Login to FMIS Open Burning Authorization Request System

Customer #

Password [Forgot Password](#)

[SUBMIT](#)

[Need WebOBA account?](#)

Disclaimer:
User understands that submission of an open burn authorization request does not constitute Florida Forest Service approval of the request until such time as an authorization number is issued.

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Step 2 - Check for Burn Restrictions

- After you log in you will get the following screen.
- This screen has a lot of information including your ten most recent burn authorizations, the ability to edit your contact information, change your password and check for burn restrictions.
- To check for restrictions, click the “Check Burn Restrictions” button.

The screenshot shows the user interface for the Florida Department of Agriculture and Consumer Services. The header includes the department's logo and the name of the Commissioner, Wilton Simpson. Below the header, a breadcrumb trail indicates the user's location: Home > Divisions & Offices > Florida Forest Service > Open Burning Authorizations. A navigation bar contains links for editing contact information, changing passwords, help, and logging out. The main content area displays the user's name, Josephine Burner, and their authorization status, which is good through 2024. A link to view the history is also present. The section titled 'Recent Open Burning Request History' features a 'NEW AUTHORIZATION' button and a 'CHECK BURN RESTRICTIONS' button, the latter of which is circled in red. Below these buttons is a table showing the user's recent burn authorization requests. The table has columns for Authorization, Status, Request Date, Landowner, County, STR, Acres, Piles, and a RENEW button. Two entries are shown, both for Josephine Burner in Clay County, with request dates of 2/8/2019. The first entry is for 30 5S 24E and the second for 33 7S 24E. Both are for 25 acres and have 0 piles. The table is paginated, showing 1 to 2 of 2 entries. A tip section explains that the grid displays 10 authorization requests per page and that users can change the number of items displayed per page via a dropdown at the top of the grid. It also notes that the listing is for the previous six months of open burn authorizations that have been approved for the user. A status codes section lists the following: A: Request authorized, C: Request cancelled at request of customer, D: Request denied, P: Request pending, and R: Request revoked.

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[Edit Your Contact Information](#) | [Change Your Password](#) | [Help](#) | [Log Out](#)

Josephine Burner Education good through 2024
Broadcast burn experience good through 2024 [View History](#)

Recent Open Burning Request History

[NEW AUTHORIZATION](#) [CHECK BURN RESTRICTIONS](#)

Show **10** entries Search:

Authorization	Status	Request Date	Landowner	County	STR	Acres	Piles	
2019001171	A	2/8/2019 2:55 PM	Burner, Josephine	Clay	30 5S 24E	25	0	RENEW
2019001170	A	2/8/2019 9:56 AM	Burner, Josephine	Clay	33 7S 24E	48	0	RENEW

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Tip:

- The grid will initially display 10 authorization requests per page. If you have entered more than 10 authorization requests, you can use the page navigation buttons at the bottom of the data grid to view other pages of requests.
- You can change the number of items displayed per page via the dropdown at the top of the grid.
- The above listing is for the previous six months of open burn authorizations that have been approved for user of this account.

* Status Codes:

- A: Request authorized
- C: Request cancelled at request of customer
- D: Request denied
- P: Request pending
- R: Request revoked

When you click the check restrictions button, you will get this screen.

- Use the dropdown to select the county
- The current restrictions for that day will be listed for the County and District.

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[View OBA List](#) | [Edit Your Contact Information](#) | [Change Your Password](#) | [Help](#) | [Log Out](#)

Burn Restrictions

County Selection:

District
Routine with caution on low dispersion, no burning in smoke sensitive.

County
See above.

[RETURN TO RECENT HISTORY LIST](#)

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- Remember, the restrictions listed are for the current day. If you are putting in a request to burn tomorrow, keep in mind the restrictions are subject to change
- Once you have determined that authorizations are being issued, click the “Return to Recent History List” button to get back to the main page.

Step 3 - Choosing Authorization

- The recent history page shows your ten most recent authorizations (you can find older authorizations by using the navigation buttons at the bottom of the list).
- If you are burning in the same area as a previous burn, you can choose to “Renew” that burn and it will bring up the information for that request.
- If you are not burning in the same area, use the “New Authorization” button.



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Josephine Burner

Education good through 2024
Broadcast burn experience good through 2024

[View History](#)

Recent Open Burning Request History

NEW AUTHORIZATION[CHECK BURN RESTRICTIONS](#)

Show 10 entries

Search:

Authorization	Status	Request Date	Landowner	County	STR	Acres	Piles	
2019001171	A	2/8/2019 2:55 PM	Burner, Josephine	Clay	30 5S 24E	25	0	RENEW
2019001170	A	2/8/2019 9:56 AM	Burner, Josephine	Clay	33 7S 24E	48	0	RENEW

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

Tip:

- The grid will initially display 10 authorization requests per page. If you have entered more than 10 authorization requests, you can use the page navigation buttons at the bottom of the data grid to view other pages of requests.
- You can change the number of items displayed per page via the dropdown at the top of the grid.
- The above listing is for the previous six months of open burn authorizations that have been approved for user of this account.

* Status Codes:

- A: Request authorized
- C: Request cancelled at request of customer
- D: Request denied
- P: Request pending
- R: Request revoked

Step 4 - Filling out the Form

- This is the window you will get if you choose “New Authorization”.
- You must fill out each section of this form before you can proceed. This includes the General Directions section and also if the burn will be certified.
- Adding Landowner: If you are the landowner, click the “I AM THE LANDOWNER” button. If you are not the landowner you can use the “LOOKUP” button to find the agency, company or individual that is the landowner.
 - o If the landowner is not in the database, you will need to contact your local [FFS dispatch center](#) and ask them to enter the landowner into the database.



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Open Burning Request Information

Customer # 1397943
Certification # 19002345
[I AM THE LANDOWNER](#)

Landowner [LOOKUP...](#)

Name
Address
City
State/Zip

General Directions (List multiple STR, Equipment, and general locations)

Characters Remaining: 1800

Burn Details ☒ Acres ☐ Piles

Acres

Piles

Piles Height

Piles Width

Time Zone ☒ EST ☐ CST

Start Time ☒ Today ☐ Tomorrow

Fire Technique

Burn Type

Is this a certified burn? ☐ Yes ☐ No

Location

County

Section

Township

Range

TD

RD

• Enter in the landowner information, general directions, Burn Details and Location.

- This is a completed form.
- When you have the form completely filled out you will need to map the burn location. Click on the “Map” link at the top or bottom of the page.
 - o The map will zoom to the STR you have listed.
 - o If you do not have an STR listed, the map will zoom to the County you have selected.

[View OBA List](#) | [Edit Your Contact Information](#) | [Change Your Password](#) | [Help](#) | [Log Out](#)

Open Burning Request Information

Customer # 1397943
 Certification # 19002345
[I AM THE LANDOWNER](#)

Landowner [LOOKUP...](#)
 Name Josephine Burner
 Address 123 Main Street
 City Anytown
 State/Zip FL 32222

General Directions (List multiple STR, Equipment, and general locations)

S24 T10S R11E - At the corner of SW 439th Ave and SW 162nd St.

Characters Remaining: 1738

Burn Details ☒ Acres ☐ Piles

Acres

Piles

Piles Height

Piles Width

Time Zone ☒ EST ☐ CST

Start Time ☒ Today ☐ Tomorrow

Fire Technique

Burn Type

Is this a certified burn? ☒ Yes ☐ No

Location

County

Section

Township

Range

TD

RD

- Enter in the landowner information, general directions, Burn Details and Location.
- To plot a burn click the Map button.
- Once the burn is selected click Submit.

[MAP](#) [CANCEL](#)

Step 5 - Mapping the burn

- The map will come up to the STR or County that you entered on the form.
- You can pan/zoom the map with your mouse/wheel.
- The dropdown at the top left of the map will allow you to change between road map view and aerial photo view.

The screenshot shows the web interface for the Florida Department of Agriculture and Consumer Services. At the top, there is a header with the department's logo and the name of the Commissioner, Wilton Simpson. Below this is a breadcrumb trail: "You are here: Home > Divisions & Offices > Florida Forest Service > Open Burning Authorizations". A navigation bar contains links for "View OBA List", "Edit Your Contact Information", "Change Your Password", "Help", and "Log Out".

The main section is titled "Map Request". On the left, there is a sidebar with a "Burn Details" dropdown. Under "Digitize Burn Location", there are two radio buttons: "Center point" (selected) and "Perimeter". Below these are three green buttons: "PLOT BURN", "PLOT PLUME", and "CLEAR PLUME". At the bottom of the sidebar is a "Legend" link.

The main area is a map showing a grid of land parcels. The parcels are labeled with numbers: 14, 13, 18, 17, 16, 23, 24, 19, 20, 21, 26, 25, 30, 29, and 21. A blue plume is visible on parcel 24. A red circle highlights a dropdown menu in the top right corner of the map area, which is labeled "Bing Road".

At the bottom of the interface, there are three buttons: "RETURN TO FORM", "SUBMIT", and "CANCEL".

- To locate the burn, you can use either draw the perimeter of the burn or the center point of the burn.
- After you have chosen which method, click the “plot burn point” button.
- Draw the burn location on the map.
- Click the “plot plume” button to get the smoke plume.

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Map Request

▼ Burn Details

Digitize Burn Location

☒ Center point
☐ Perimeter

PLOT BURN
PLOT PLUME
CLEAR PLUME

Legend

No Results

⚠ No features were found.

Disclaimer: Use of this tool does not replace the issuance of an official Open Burning Authorization.

OK

[RETURN TO FORM](#) [SUBMIT](#) [CANCEL](#)

- This map looks very similar to one you would get from our [Smoke Screening Tool](#), however to use is a smoke screen map, you will need to zoom out so the map will display what is located at least five miles downwind of your burn.

Step 6 - Submit the request

- After you have plotted the burn and the smoke plume, click the “Submit” button on the bottom of the map page.
- This will take you back to the Recent Open Burning Request History.
- The request will appear at the top of the list with a status of “P” for pending.
- Once the request has been approved, an authorization number will appear next to the request and the status will be “A” for approved.
- Approval is not instantaneous; the Duty Officers will need time to process and approve the request. The time will vary based on work load of the Dispatch Center.
- If the request has not been approved after one hour, call to check on the status of your request.



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Josephine Burner

Education good through 2024
Broadcast burn experience good through 2024

[View History](#)

Recent Open Burning Request History

Request added.

[NEW AUTHORIZATION](#)[CHECK BURN RESTRICTIONS](#)

Show	10	entries	Search:					
Authorization	Status	Request Date	Landowner	County	STR	Acres	Piles	
	P	1/3/2023 1:19 PM	Burner, Josephine	Dixie	24 10S 11E	45	0	CANCEL
2019001171	A	2/8/2019 2:55 PM	Burner, Josephine	Clay	30 5S 24E	25	0	RENEW
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Showing 1 to 3 of 3 entries

Previous 1 Next

Tip:

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- D: Request denied
- P: Request pending

Manage your Burner Information

The WebOBA system gives you the ability to manage certain aspects of your Certified Burner information. You can view the status of your Certification, edit your contact information, change your password and view your burning and education history.

Get the Status of your Certification.

When you log into WebOBA the Recent Open Burning Request History displays the year that your education and burning requirements are “good through”. For example, Education good through 2024 indicates that your education requirement is good until 12/31/2024.

If you are certified as both a broadcast and pile burner, the burning information will display separately for each certification.



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Josephine Burner

Education good through 2024
Broadcast burn experience good through 2024

[View History](#)

Recent Open Burning Request History

Request added.

NEW AUTHORIZATION

CHECK BURN RESTRICTIONS

Show: 10 entries

Search:

Authorization	Status	Request Date	Landowner	County	STR	Acres	Piles	
	P	1/3/2023 1:19 PM	Burner, Josephine	Dixie	24 10S 11E	45	0	CANCEL
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Showing 1 to 3 of 3 entries

Previous 1 Next

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- P: Request pending

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Edit Your Contact Information

This is the Edit Contact Information page. Here you can:

- Update your mailing address
- Enter an email address – If you enter an email address, you will receive email notification regarding your open burn request, either approval or denial, once it has been processed.
- Update your telephone number



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Edit Contact Information

Add an email address if you would like email notification of your OBA requests.

Address

123 Main Street

City

Anytown

State

Florida

Zip Code

32222

Email Address

JoBurner@Email.com

Daytime Phone

850

5553636

Extension

Evenings Phone

Extension

[UPDATE CONTACT INFORMATION](#)

[RETURN TO OBA LIST](#)

Public Records Disclaimer
Please note that Florida has a broad public records law (Chapter 119, Florida Statutes). Most written communications to or from state employees are public records obtainable by the public upon request. Emails sent to this email address may be considered public and will only be withheld from disclosure if deemed confidential pursuant to the laws of the State of Florida.

Employment

FAQs

Public Notices

Contracts

Accessibility

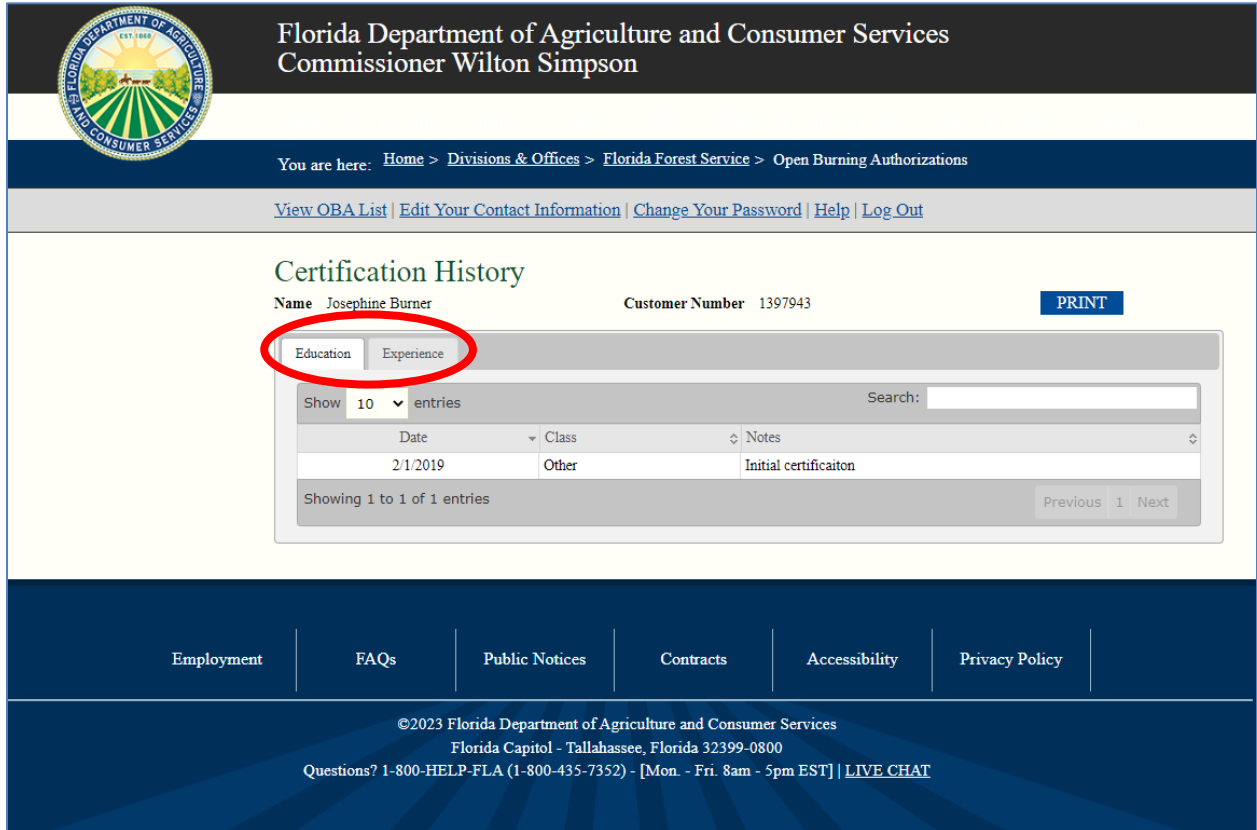
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View Certification History

This is the Certification History Page. Here you can see your education and burning experience history used to determine your Certification status.

Use the tabs at the top of the page to switch between education and burn experience history.



The screenshot shows the 'Certification History' page for Josephine Burner, Customer Number 1397943. The page features a header with the Florida Department of Agriculture and Consumer Services logo and name. Below the header, a breadcrumb trail indicates the user's location: Home > Divisions & Offices > Florida Forest Service > Open Burning Authorizations. A navigation bar includes links for View OBA List, Edit Your Contact Information, Change Your Password, Help, and Log Out. The main content area displays the user's name and customer number, with a 'PRINT' button. Two tabs, 'Education' and 'Experience', are visible, with 'Education' highlighted by a red circle. Below the tabs, a table shows the user's certification history. The table has columns for Date, Class, and Notes. A single entry is listed for 2/1/2019, Class 'Other', with the note 'Initial certification'. The table also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls (Previous, 1, Next). The footer contains links for Employment, FAQs, Public Notices, Contracts, Accessibility, and Privacy Policy, along with copyright information and contact details for the Florida Department of Agriculture and Consumer Services.

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Certification History

Name: Josephine Burner Customer Number: 1397943 [PRINT](#)

Education Experience

Show 10 entries Search:

Date	Class	Notes
2/1/2019	Other	Initial certification

Showing 1 to 1 of 1 entries [Previous](#) 1 [Next](#)

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