

REQUESTING AN EXTENSION

TIME LINE: As soon as possible, and within 30 days of your receipt of our preliminary assessment letter

- If you need more time to respond to the Hearing Officer's preliminary letter, you may ask for an extension.
- Any such request must be in writing, must be received within the original 30-day period, and should explain why an extension is needed. Failure to submit such a request within the 30 day period will result in the preliminary penalty becoming final.

Please **mail** your request for an extension to:

**U.S. Coast Guard Hearing Office
2703 Martin Luther King Jr. Ave. SE STOP 7794
Washington, DC 20593 -7794**

Or **fax** to: (202) 372-8422