

# 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.

**Send your Extension Request too:**  
[HQS-SMB-CGHO-Response@USCG.MIL](mailto:HQS-SMB-CGHO-Response@USCG.MIL)

**Fax:** (202)372-8422

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

When Sending a request by Email or Fax please allow the Hearing Officer 24-48 hours to respond. **Note:** Weekend request will be reviewed on the next business day.