

Extension Requests on Awaiting Information

When an Awaiting Information (AI) Letter is issued for any outstanding issues to the processing of an application, this pending status is valid for 90 days from the date of the AI Letter. If the requested information is not received within the 90-day period, the application will be closed.

For questions regarding this letter, or if additional time beyond the allotted 90 days is required, contact the National Maritime Center (NMC) by phone at 1-888-IASKNMC (427-5662), by e-mail at IASKNMC@uscg.mil, or by mail at 100 Forbes Drive, Martinsburg, WV 25404.

Extension requests will be reviewed on a case-by-case basis, and will only be granted in situations where providing further information will require additional time due to the nature of the request, and/or due to extenuating circumstances that prohibit a response within the 90-day period.

Evaluation fees will not be refunded. Instructions for submitting requests for refund or paid issuance fees can be found on our website: <http://uscg.mil/nmc>.

When Granting Extensions

- Extensions can be granted for periods of 30, 60, or the maximum of 90 days only. If the mariner specifies another time frame (i.e., less than 30 or over 90), the closest extension interval will be granted (i.e., requesting 15 days: 30 will be granted; requesting 180 days: only 90 will be granted).
- If no time interval is specified by the mariner, the default extension period granted will be 60 days.
- In the case of a mariner needing to revise or obtain sea service documentation in the proper format, 30 days is the default extension period, unless valid justification can be made for additional time. (The 30 days is utilized in order to provide the mariner additional time without potentially allowing them to use the extension to complete more sea time.)

Examples of Granted Extensions

- To complete a required course (i.e., BST Refresher, First Aid/CPR, Radar Renewal, Fire-fighting, etc.).
- To complete required STCW assessments (since assessments can be completed in lieu of some courses, they are given the same consideration).
- To complete retaking exams when sea service conflicts have prevented completion in the allotted 90-day retest period.
- To revise or obtain sea service documentation in the proper format. This can be utilized for prior/present military requesting service transcripts, mariners that have submitted the necessary sea service but in an unusable format, or other missing documentation (not to include new sea service or drug testing documentation).
- Extenuating or unique extension requests outside of the above-mentioned criteria will be considered on a case-by-case basis in accordance with the constraints of the regulations and Coast Guard/NMC policy.

Examples of Denied Extensions

- To complete sea service requirements. This includes required sea time, recency, observation/training sea time, etc.
- To complete drug testing requirements.
- To extend the 1-year approval of applications, after a mariner has been Approved to Test.
- After an application and/or AI 90-day period has expired.
- After a previous extension has already been granted on the application in question.