

National Board "R" or "NR" Certificate of Authorization Extension Request

ALL EXTENSION REQUESTS MUST BE SUBMITTED TO THE NATIONAL BOARD PRIOR TO THE CURRENT CERTIFICATE OF AUTHORIZATION EXPIRATION DATE.

Company Name:

Company Physical Address:
(as it appears on your CURRENT Certificate of Authorization)

Certificate Type: "R" "NR"

Certificate Number: _____

Original Expiration Date: _____

Customer ID# (if known): _____

ALL EXTENSIONS ARE GRANTED IN 3 MONTH INCREMENTS.

If a further extension is needed, please contact the National Board once your review has been scheduled.

**** IF YOU CURRENTLY HAVE A SHOP REVIEW SCHEDULED THAT NEEDS TO BE CANCELLED OR CHANGED, YOU MUST CONTACT THE NATIONAL BOARD SCHEDULING COORDINATOR (SHOPREVIEWS@NATIONALBOARD.ORG), ASME (CA@ASME.ORG), OR YOUR JURISDICTION, AS APPLICABLE. ****

Please provide a brief explanation for this request:

Before an extension may be granted, the following must also be submitted:

1. Completed application for renewal (NB-12 for the "R" stamp or NB-163 for the "NR" stamp);
2. Certificate fee for renewal;
3. Extension fee in the amount of \$120.00 USD.

X _____
Signature of Authorized Company Representative Date Phone

Printed Name of Authorized Company Representative Email

A confirmation email stating whether or not your extension has been granted will be sent from repairstamp@nationalboard.org.

IMPORTANT NOTE: If during the extension period, work is performed under your *Certificate of Authorization*, you must insert "Under Extension" after the Certificate expiration date on the "R" forms.

If you have any questions please contact the Accreditation Department at repairstamp@nationalboard.org or 614.888.8320.

Submit completed form to:
RepairStamp@nationalboard.org or The National Board
1055 Crupper Avenue
Columbus, Ohio 43229-1183

Please Note: An incomplete/improperly completed application may delay the processing of this request. Please be sure your form is complete before submitting.