

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. Please provide a brief explanation for this request below:

Before an extension may be granted, you must submit this form and the following:

- 1. Completed Application for Renewal of the National Board “R” Certificate of Authorization (NB-12)**
- 2. Certificate fee for renewal**
- 3. Extension fee in the amount of \$120.00 USD.** Payment can be made by Credit Card, Check or Wire Transfer. For security reasons, we DO NOT accept credit card payments via email. If you prefer this method of payment, please call the National Board Accounting Department at 614.888.8320 ext. 217 or fax your credit card information, along with this form, to 614.985.4615.

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 (Item 18) on the R forms.

If you have any questions please contact the Accreditation Department at 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.