

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 Number: _____
 _____ Certificate Expiration Date: _____
 _____ Customer ID# (if known): _____

Requested length of extension (in months): _____ (The National Board may grant an extension up to three (3) months)

Brief explanation for this request: _____

X _____
 Signature of Authorized Company Representative Date Phone

Printed Name of Authorized Company Representative Email

Along with this form, and before an extension will be granted, the following must also be received by the National Board:

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.

** Once this form and the above are received, you will receive an email confirmation from repairstamp@nationalboard.org. **
 This confirmation email will state whether or not your extension has been granted.

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.

NATIONAL BOARD USE	Company ID#
	Amount Paid
	Date
	Check No/Type of Payment

This form may be submitted by Email: repairstamp@nationalboard.org, Fax: 614-847.1828
 or Mail: The National Board, Attn: Accreditations Department, 1055 Crupper Avenue,
 Columbus, OH 43229