



# Homeland Security | CFATS Knowledge Center

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Subject: Requesting an Extension

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**Abstract:** Facilities may request an extension of time to file a Chemical Security Assessment Tool (CSAT) Application (i.e. a Top-Screen, Security Vulnerability Assessment (SVA) or Site Security Plan (SSP)). The request should include the facility identification number and the reason the facility is requesting an extension of time to file a CSAT Application. A request for an extension of time may be submitted to DHS in paper form or electronically. Upon receipt of the extension request, whether in paper or electronic form, the Department will review all relevant information and notify the facility of the Department's decision through CSAT.

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**For questions and assistance, please call the CFATS Helpdesk at 1-866-323-2957**

Monday - Friday 7:00a.m. - 7:00p.m., Eastern Time

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# Homeland Security

## CSAT Application Extension Requests

Facilities may request an extension of time to file a Chemical Security Assessment Tool (CSAT) Application (i.e. a Top-Screen, Security Vulnerability Assessment (SVA) or Site Security Plan (SSP)). The request should include the facility identification number and the reason the facility is requesting an extension of time to file a CSAT Application. A request for an extension of time may be submitted to DHS in paper form or electronically. Upon receipt of the extension request, whether in paper or electronic form, the Department will review all relevant information and notify the facility of the Department's decision through CSAT.

### Submitting Requests in Writing

Anyone at the facility may submit a request for an extension of time to file a CSAT Application in paper form by sending the written request to DHS by USPS or a delivery service to:

David Wulf  
Director, Infrastructure Security Compliance Division  
Office of Infrastructure Protection  
Mail Stop #0610  
U. S. Department of Homeland Security  
245 Murray Lane, SW, Building 410  
Washington, DC 20528

Any Chemical-terrorism Vulnerability Information (CVI) submitted must be marked, packaged, and sent in compliance with CVI requirements. (See 6 CFR § 27.400, available at [www.dhs.gov/chemical-security](http://www.dhs.gov/chemical-security).)

### Submitting Requests via CSAT

Only the CSAT Submitter can submit an extension request via CSAT. To submit a request for an extension of time to file a CSAT Application, please adhere to the following steps.

1. Click on the "Request Extension" button for the survey for which you would like to request an extension.
2. Provide a statement as to why you are requesting an extension of time in the "Explanation" data field. You are limited to 2000 characters. This data field is mandatory.
3. In the "Proposed Due Date" box, enter the proposed due date for your survey (in mm/dd/yyyy format) or click the calendar arrow button next to the box and select the desired date from the calendar display.  
NOTE: At a minimum, the proposed due date must be at least one day beyond the current due date. This data field is not mandatory.
4. Affirm the following statement before submitting your request: "My statements in this submission are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See 18 U.S.C. § 1001)."
5. Complete your extension request by clicking the "Submit" button. If you decide not to submit your extension request, click the "Cancel" button.

After you submit your extension request, you will be returned to the CSAT Survey List screen. In the row that displays the survey for which you have just submitted an extension request, the "Request Extension" button will have been replaced with a status message that reads "Extension Request Pending." Please be advised that once a request for an extension of time has been submitted for a CSAT application, a new request cannot be submitted until DHS has made a determination on the pending request.