



New York State  
 DEPARTMENT OF STATE  
 Division of Licensing Services  
 P.O. Box 22001  
 Albany, NY 12201-2001

Customer Service: (518) 474-4429  
 www.dos.ny.gov

## Request for Extension to File Certificate of Disposition Form

REQUIRED FOR DELAY IN FILING CERTIFICATE OF DISPOSITION FORM – Commercial Dealers

Responsibilities: (see Section 4607 of the Rules and Regulations for more details and requirements)

- Must request extension for filing of Certificate of Disposition Form at least 10 days prior to expiration of the 90 day deadline

Business Name \_\_\_\_\_

Business Address – Number and Street (Required) \_\_\_\_\_

Business Phone Number \_\_\_\_\_

E-Mail Address (If any) \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Phone Number \_\_\_\_\_

Date the Notice of Incident Form was Filed \_\_\_\_\_

**Reason for Extension Request:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested time frame for Extension to Dispose Recalled Products:** \_\_\_\_\_

**X** \_\_\_\_\_  
 Signature of Contact Person

\_\_\_\_\_  
 Date

This notice must be either emailed to [product.safety@dos.ny.gov](mailto:product.safety@dos.ny.gov) or mailed to  
 Department of State, PO Box 22001, Albany, NY 12201-2001.