



# Division of Licensing Services

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.