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PROCEDURE FOR RENEWAL OF NUCLEAR OWNER'S CERTIFICATES

In order to extend your Owners Certificates for an additional three years, or until the completion of work contracted at the site, whichever comes first, it will be necessary for you to request a renewal, by letter, and include responses to the following:

1. Indicate the unit(s) for which the renewal is being requested.
2. What is the current expected date for filing the N-3 Data Report Form for each unit involved?
3. Who is your Authorized Inspection Agency of record for this site and unit(s)?
4. What changes have been made to your Quality Assurance Program that was originally accepted by NRC, the Enforcement Authority and/or the Authorized Inspection Agency?

The Authorized Inspection Agency also must submit a report on the above questions.

Your check in the amount of \$3,100 (payable to ASME) for each unit should be forwarded with your renewal request to:

THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS
Accreditation/Certification Processing Dept.
22 Law Drive
P.O. Box 2900
Fairfield, NJ 07007-2900

Also please submit an application through [CA Connect](#). Please return the completed Accreditation/Certification Agreement to:

ASME
Conformity Assessment
2 Park Ave., 6th Fl
New York, NY 10016

In addition, it is requested that the Accreditation/Certification Agreement be emailed to ca@asme.org.