

# SAMPLE SUBMISSION FOR RENEWAL OF A SPECIAL PERMIT

**(COMPANY LETTERHEAD)**

**(DATE)**

Associate Administrator for Hazardous Materials Safety  
Attention: General Approvals & Permits, PHH-31  
Pipeline and Hazardous Materials Safety Administration  
U.S. Department of Transportation  
East Building  
1200 New Jersey Avenue, SE  
Washington, DC 20590-0001  
[Specialpermits@dot.gov](mailto:Specialpermits@dot.gov)

- **(COMPANY NAME)** in accordance with the Department of Transportation Hazardous Materials Regulations in 49 CFR 107.109, hereby makes application for renewal of DOT-SP **(SPECIAL PERMIT NUMBER)**.

- Company Name and Address:

**(COMPANY NAME)**

**(ADDRESS)**

**(PERSON OF CONTACT)**

**(TELEPHONE)**

**(FAX)**

**(EMAIL)**

- Locations Where Permit Used:

**(COMPANY NAME)**

**(ADDRESS)**

**(PERSON OF CONTACT)**

**(TELEPHONE)**

**(FOREIGN APPLICANTS MUST PROVIDE A US AGENT)**

- Chief Executive Officer, President or ranking executive officer:

**(NAME)**

- Dun and Bradstreet Data Universal Numbering System (D-U-N-S) Identifier:

**(D-U-N-S IDENTIFIER)**

- Why renewal is needed:

**(COMPANY NAME)** needs renewal of the above special permit because \_\_\_\_\_

\_\_\_\_\_.

- Certification of understand of the provisions of the special permit:  
**(COMPANY NAME)** certifies that they fully understand the provisions of the special permit which party status is being requested.
- Certification of Original Application:  
**(PERSON OF CONTACT)** certifies that the information submitted in the original permit application and supplemental information remains accurate and complete.
- Relevant shipping/accident experience:  
**(COMPANY NAME)** has made approximately **(NUMBER)** shipments since the last renewal of this special permit. **(COMPANY NAME)** has had **(NUMBER)** incidents involving loss of contents when making shipments under this special permit.
- When a Class 1 material is forbidden for transportation by aircraft, except under an exemption or special permit (see Columns 9A and 9B in the table in 49 CFR 172.101), an application to renew an exemption or special permit to transport such Class 1 material on passenger-carrying or cargo-only aircraft with a maximum certificated takeoff weight of less than 12,500 pounds must certify that no person within the categories listed in 18 U.S.C. 842(i) will participate in the transportation of the Class 1 material:  
**(AS APPLIES)**
- If a renewal is requested after the expiration date of the special permit provide:  
**(IF APPLICABLE)**
  - (i) The reason the special permit authorization was allowed to expire;**
  - (ii) A certification statement that no shipments were transported after the expiration date of the special permit, or a statement describing any transportation under the terms of the special permit after the expiration date, if applicable; and**
  - (iii) A statement describing the action(s) the applicant will take to ensure future renewal is requested before the expiration date.**
- Justification to why the special permit should be renewed if no shipments have been made since issuance or renewal of the special permit:  
**(AS APPLIES)**
- Shipper/Carrier Status:  
**(COMPANY NAME)** will be acting as a **SHIPPER (OFFEROR), CARRIER OR BOTH** under the terms of the special permit.