

BEST PRACTICES FOR DELISTING PETITIONS

SUBMITTING A DELISTING PETITION

DO

- ✓ Provide supporting documents and detailed arguments that directly relate to the basis for designation and/or changed circumstances.
- ✓ Label supporting documents so they are easily identifiable (e.g., with respective numbers, letters, or names).
- ✓ Include alternative email addresses where OFAC can contact you if unable to reach you via your primary email address.
- ✓ Submit a separate request if you are seeking a courtesy document with information underlying your designation or denial decision.
- ✓ Contact OFAC if you have not received a Petition ID within 10 business days of submitting your petition.
- ✓ If your full submission will exceed 30 MB, inform OFAC that you need to submit additional information.

DON'T

- ✗ Provide documents in languages other than English without an accompanying translation.
- ✗ Include inconsistent, misleading, or false information or statements in your petition.
- ✗ Submit a delisting petition via email or any OFAC webpage other than the [OFAC Reconsideration Portal](#).
- ✗ Submit documents unrelated to your delisting petition request. Large file volumes may delay adjudication of your petition.
- ✗ Include other OFAC-related requests (e.g., license application or FOIA request). Those requests must be submitted via the correct portals. (Visit our [Contact OFAC](#) page for more information.)

AWAITING OFAC'S DETERMINATION

DO

- ✓ Respond to OFAC's questions promptly and, if needed, request extensions before the response deadline.
- ✓ Advise OFAC if you or your authorized representative's contact information has changed.
- ✓ Remember that OFAC is processing a high volume of petitions, so responses may be delayed.

DON'T

- ✗ Supplement your request with documents unrelated to your petition. Large file volumes may delay adjudication of your petition.
- ✗ Seek status updates on your delisting petition from Treasury employees not affiliated with OFAC.