

BEST PRACTICES FOR LICENSE APPLICANTS

Please consider the following best practices to improve your specific license application's processing time:

Preparing an Application

DO

- ✓ Provide a detailed, fact-focused explanation of the purpose of your transaction. Consider including a cover letter with a complete narrative.
- ✓ Provide supporting documentation, such as copies of identification documents or relevant invoices.
- ✓ Describe how your transaction does or does not meet the criteria of a relevant general license.
- ✓ Note important dates that have bearing on your request up front, such as a life-saving medical treatment date or a court-imposed deadline.
- ✓ Include contact information for persons in OFAC or other government agencies that you have communicated with regarding your request.
- ✓ Submit a request to renew a specific license at least 60 to 90 days in advance of the current license's expiration.

DON'T

- ✗ Provide documents in languages other than English without translation.
- ✗ Submit an application solely to notify OFAC of your intent to conduct transactions that are fully authorized by a general license.
- ✗ Ascribe undue urgency to your request.
- ✗ Submit an application for an OFAC specific license via email or sites other than OFAC's [Licensing Portal](#).

Awaiting OFAC's Determination

DO

- ✓ Check your application's status [online](#).
- ✓ Consider that OFAC is processing a high volume of cases, generally in the order that the applications are received.
- ✓ Advise OFAC if the circumstances of your request or your contact information changes.
- ✓ Respond to OFAC's questions promptly.

DON'T

- ✗ Seek status updates from the staff member assigned to review your case. (This information is available [online](#).)
- ✗ Send multiple applications for the same request because you have not yet received a response or update.