

## D.1.2 Acceptance Review – Sample Acknowledgment Letter/Postcard

[INSERT DATE]

[INSERT NAME & ADDRESS]

SUBJECT: ACKNOWLEDGMENT OF REQUEST FOR LICENSING ACTION

REF:  Letter  Application  Dated  Received \_\_\_/\_\_\_/\_\_\_

Dear Sir or Madam:

1. We have completed the initial processing, which is an acceptance review, of your application for a(n):
- new             amendment     renewal         termination
- registration     certification licensing action.

**REVIEWER NOTE: For renewals, insert the following statement:**

*Your application is deemed timely filed and, accordingly, the license will not expire until final action has been taken by this office.*

2. During the initial processing,  no  some omissions/deficiencies were identified. These deficiencies include \_\_\_\_\_.
- \_\_\_\_\_ . The identified information should be provided within 30 days of the date of this letter, so that your request can be forwarded for technical review. Please note that the complete technical review may identify additional omissions in the submitted information or technical issues that require additional information.

**3. REVIEWER NOTE: Insert one of the following statements regarding the estimated time for completion of the licensing action:**

- ***New and amendment** actions are normally processed within 90 days, unless the technical review identifies major deficiencies, or policy issues requiring input and coordination with other offices.*
- ***Renewal** actions are normally processed within 180 days. However, under timely filing (before expiration) your license will not expire until final action has been taken by this office.*
- ***Termination** actions are normally processed within 90 days, unless confirmatory surveys after decontamination/decommissioning activities are involved.*

**REVIEWER NOTE: In addition, the letter should acknowledge any request for an expedited review for safety-significant concerns or business reasons.**

APPENDIX D

**4. REVIEWER NOTE: Insert the following statement for new applicants or requests requiring full-fee recovery.**

*A copy of your correspondence has been forwarded to the NRC Office of the Chief Financial Officer, who will contact you separately if the appropriate license fee has not been submitted for your request, or for billing if your request is subject to full-cost fee recovery.*

In accordance with 10 CFR 2.790 of NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in NRC's Public Document Room or from the Publicly Available Records (PARS) component of NRC's document system (ADAMS). ADAMS is accessible from the NRC web site at <http://www.nrc.gov/NRC/ADAMS/index.html> (the Public Electronic Reading Room).

Any correspondence about this application should reference the control number.

Sincerely,

**[WRITER'S IDENTIFICATION]**

Docket: **[INSERT NUMBER]**

License: **[INSERT NUMBER]**

Control: **[INSERT NUMBER]**

**(OPTIONAL NRC FORM 532–Use for new applications and amendments only.)**\_\_\_\_\_  
DATE

This is to acknowledge the receipt of your letter/application dated \_\_\_\_\_, and to inform you that the initial processing, which includes an acceptance review, has been performed.

- There were no administrative omissions. Your application will be assigned to a technical reviewer. Please note that the technical review may identify additional omissions or require additional information.
- Please provide to this office within 30 days of your receipt of this card:  
\_\_\_\_\_

The action you requested is normally processed in \_\_\_\_\_ days.

- A copy of your action has been forwarded to the NRC Office of the Chief Financial Officer, who will contact you separately if there is a fee issue involved.

Your action has been assigned **Mail Control Number** \_\_\_\_\_.  
When you call to inquire about this action, please refer to this mail control number.  
You may call me at \_\_\_\_\_.

Sincerely,

Licensing Assistant