Instructions for Electronic Filing of DSHMRA Applications

Please read all instructions carefully. Applications that are not submitted in full compliance with the below instructions may not be accepted by NOAA.

File Format

For all applications, regardless of the manner of electronic submission, the following requirements apply:

1. The application and all appendices to the application must be submitted as PDFs. (The applicant may also, at its discretion and for NOAA's convenience, include shape files and other similar files in formats other than PDF when submitting application materials to NOAA; please note, however, that if there is a conflict between the coordinates in the shape files and in the application, the application will control.). To the extent practicable, all PDFs need to be text searchable. The PDFs must either be fully unencrypted, or the applicant must provide NOAA the password to unencrypt the files. The password may be provided separately, but it should be provided concurrent with the application submission.
2. To the extent practicable, applicants are encouraged to include the application and all appendices in a single file. To the extent this is not practicable, the applicant may provide the application in a single file, and additional appendices in one or more files. If the applicant chooses the latter approach, in addition to all application-related files, the applicant must provide, in a standalone document, a list of all files that are included as part of their application submission, their file names, and a brief description. This index must accompany the application submission.
3. The files must be clearly labeled.

Submitting an application via email:

For applications where the sum total of all attachments for the application submission is ***less than 25 MB***, applicants should submit their applications via email.

To submit an application via email, send an email to DSHMRA.applications@noaa.gov with the following subject line: "**Final Formal DSHMRA Application Submission – [applicant name and application name]**."

Each application submission must be a standalone email, and cannot be a reply to an earlier email chain. Multiple applications cannot be submitted in a single email.

After sending the application, send a follow-up email to DSHMRA.applications@noaa.gov, to confirm receipt of the application and to note any attachments that accompanied the application. This follow-up email should not contain any attachments. This is to ensure that the application submission email is not excluded by NOAA's file size limits. Please note that an application is not considered to have been submitted until NOAA actually receives the files.

Submitting an application via Kiteworks:

For applications where the sum total of all necessary attachments for the application submission is ***25 MB or greater***, applicants should submit their applications via Kiteworks.

To use Kiteworks, contact DSHMRA.applications@noaa.gov to receive an invite to a dedicated Kiteworks folder. An invite will then be sent from Kiteworks. Please note that the invite will be generated by a different NOAA email address; check your spam folder for any invites.

Once access to the Kiteworks folder has been granted, please upload the application and all associated files to Kiteworks.

Once all required files have been uploaded to Kiteworks, send an email to DSHMRA.applications@noaa.gov that contains the following:

1. A confirmation that the "final formal DSHMRA consolidated application" has been submitted via Kiteworks; and

2. The following pieces of information:
    a. The number of individual files uploaded to Kiteworks;
    b. The file names;
    c. The approximate date and time they were uploaded; and
    d. List of file sizes.

Do not add, remove, or modify any files in the Kiteworks folder after sending NOAA that email.

After receiving the email, it will be confirmed that the files can be opened and that the information provided matches what is expected, and then a confirmation email will be sent. Please note that after 30 days, the Kiteworks folder will expire.

Other Considerations:

1. An application will not be deemed submitted until both the application and fee are received by NOAA. Accordingly, the fee should be paid prior to or concurrent with an initial application submission. Please contact DSHMRA.applications@noaa.gov for instructions on how to pay the fee.
2. Once any record is submitted to NOAA, whether via email or Kiteworks, it may be considered an agency record and may be subject to disclosure under DSHMRA, the Freedom of Information Act (FOIA), or other applicable statutes or regulations. To the extent that the application or application materials may contain information that the applicant believes constitutes confidential commercial information, that information should be clearly marked in the application. Understand, however, that NOAA will make its own independent determination under the applicable statutes and regulations. For additional information on the disclosure process (*see* 15 CFR § 971.802 and 15 CFR Part 4).
3. NOAA may not accept any applications or documents that are subject to terms of service or other limitations imposed by the applicant on the use of the documents.
4. For applications received electronically after the close of business or during a Federal holiday, as well as for purposes of computing the Administrator's required response time,

the application shall be deemed to be received at 8 a.m. eastern time on the next business day.

PRA Burden Statement:

A Federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with an information collection subject to the requirements of the Paperwork Reduction Act of 1995 unless the information collection has a currently valid OMB Control Number. The approved OMB Control Number for this information collection is 0648-0145. Without this approval, we could not conduct this information collection. Public reporting for this information collection is estimated to be approximately: 750 hours for an Exploration License Application, 750 hours for a Commercial Recovery Permit Application, 1,125 hours for a Consolidated License/Recovery Permit Application, 250 hours for a Notice of Objection to License/permit TCR, 20 hours for an Annual Report, 250 hours for a License Extension, 250 hours for a Permit Extension, 40 hours for a License or Permit Revision, 750 hours for a License or Permit Transfer, and 200 hours for an Adjudicatory Hearing. All responses to this information collection are required in order to obtain a service or benefit. This information is used by NOAA to ensure the accuracy of licenses and permits and respond to the regulated community's needs. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden to NOAA at nos.dshmra@noaa.gov