



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 – 3160
FAX (302) 739 – 4436

1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

AUDIT SUBMISSION EXTENSION REQUEST

708 Fire Department and Ambulance Company Administrative Standards states any Company whose fiscal year begins on or after January 1, 2009 must file no later than six and one-half months after the close of the Company's fiscal year. Reports shall be submitted annually thereafter no later than six and one-half months after the close of the Company's fiscal year. The report due date will be calculated by the Commission based on the information provided by the volunteer fire and/or ambulance company as to the close of its fiscal year.

No extensions will be granted **except** upon a showing of **hardship**. Requests for a hardship extension must be made in writing prior to the report due date and will require the Department to appear at a Hearing before the Commission to determine **if** an extension is warranted. The request must specify in detail the nature of the hardship. **A showing of hardship requires that the lack of compliance with this regulation is due to causes beyond the company's control.** The Commission's decision on the extension request shall be final.

This form must be completed, submitted and received by the Delaware State Fire Prevention Commission prior to the report due date for the Company.

Company Name:

Address:

Contact Person:

Contact Phone Number:

Date of Request:

Date Report is Due:

Due Date Requested as Extension:

Reason for Hardship Extension Request Required (Characters or less):