

Order Expiration Reminder Notification

Dear Authorization Holder:

The Office of Fossil Energy and Carbon Management (FECM) of the Department of Energy (DOE) is currently reviewing authorizations issued by FECM which have expired, or are due to expire within the next 30 day, 60 day or 90 day time period. We have identified DOE Order No. **xxxx**, the authorization issued for **Company Name** has expired on/due to expire on **Date**.

Section 3 of the Natural Gas Act of 1938, as amended, requires anyone who would like to import or export natural gas from or to a foreign country to obtain an authorization from DOE. Additionally, the Code of Federal Regulations at 10 CFR § 590.201(a) states that all applications shall be filed at least ninety (90) days in advance of the proposed import or export or other requested action, unless a later date is permitted for good cause shown.

A new application requesting authorization to import and/or export natural gas, and/or liquefied natural gas (LNG) must be submitted to FECM, if **Company Name** would like to continue to import and/or export natural gas, and/or LNG, beyond the expiration date of the current authorization.

Procedures for Filing an Application

The following general instructions are designed to assist applicants applying for an import and/or export authorization. While the process is not complicated, applications are required to be filed at least 90 days in advance of the proposed import and/or export. ([10 CFR Part 590.201](#))

Filing fee payments may be made online when submitting your proposed application. Electronic payments are encouraged and detailed instructions may be found on our website at <https://www.energy.gov/fecm/submitting-electronic-payment>.

Portal Submissions - Registration Required:

Applicants are encouraged to use DOE's Import/Export Authorization Portal for submission of Short-Term/Blanket Applications, Vacate, Name Change, and other required documents. If your company is new to using the [Portal](#), [click here for more information](#). If you are already a Portal User, you can navigate directly to the [Portal](#), and use the "Applications" button to submit a short-term/blanket 2-year application.

Currently, Applications for Long-Term Authority to import and/or export natural gas/LNG are not accepted via the Portal. Long-term applications should be filed using either the hard-copy paper format or submission to our Docket Room via email. If you would like to use the email method, please submit an email to [FERGAS](#). Included in the submission should be the application, receipt of payment (if using the e-payment method) and redacted versions of any contracts and/or company proprietary information. As a note, please do not include any company confidential information with

the email submission. All company confidential information should be submitted via regular standard post mail or overnight delivery.

If you **do not** wish to renew please notify us by return email and we will close the docket. Should you require a new authorization in the future, you can reapply at that time.

Should you have any general questions regarding your authorization or the filing process, please visit our webpage at <https://www.energy.gov/fecm/regulation> or email us at fergas@hq.doe.gov.

Thank you,

Division of Natural Gas Regulation
Office of Resource Sustainability
Office of Fossil Energy and Carbon Management
U.S. Department of Energy
1000 Independence Ave, SW
Washington, DC 20585
Phone: 202-586-9478
Email: fergas@hq.doe.gov
Website: <https://www.energy.gov/fecm/regulation>



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