

LETTER OF RECIPROCITY REQUEST

Requests for a Letter of Reciprocity (LOR) should be submitted to your Unit Diving Supervisor or NDC Support Desk at least a week prior to the start of planned dive operations. Assuming certifications and medical requirements do not expire and the diver's gear does not pass the service date then the diver will be authorized to dive through December 31st of the year the LOR is issued. If a certification or medical requirement expires, or the diver's gear passes the service date during the period of reciprocity, it is the diver's responsibility to provide the reciprocity organization with updated certificates or documentation showing they are authorized to dive under the NOAA Diving Program or request an updated LOR.

RECIPROCITY ORGANIZATION DIVE SAFETY OFFICER (DSO) INFORMATION

NAME (LAST, FIRST, MI)	RECIPROCITY ORGANIZATION		
MAILING ADDRESS	CITY	STATE	ZIP
E-MAIL ADDRESS	PHONE NUMBER		

APPLICANT INFORMATION

NAME (LAST, FIRST, MI)	Check one of the following. NOAA EMPLOYEE NOAA CORPS CONTRACTOR		
WORK ADDRESS	CITY	STATE	ZIP
E-MAIL ADDRESS	PHONE NUMBER		
UNIT DIVING SUPERVISOR	DIVE OPERATIONS START AND END DATES TO		

CURRENT DIVING AUTHORIZATION

CERTIFICATION	LAST LOGGED DIVE DATE
CPR EXPIRATION DATE	PHYSICAL EXAM EXPIRATION DATE
FIRST-AID EXPIRATION DATE	ANNUAL MEDICAL HISTORY EXPIRATION DATE
OXYGEN ADMINISTRATION EXPIRATION DATE	EQUIPMENT SERVICE DUE DATE

SUBMISSION INSTRUCTIONS

Submit this form to your Unit Diving Supervisor or NDC Support Desk via E-Mail. NDC Support Desk E-Mail address is Support.NDC@noaa.gov