

## REPORTING GUIDE

# Office of Foreign Assets Control (OFAC): Delisting Petition Guide on Procedures, Timelines, and Filing Requirements



# OFAC Delisting Process for Individuals Reporting Guide

The Office of Foreign Assets Control (OFAC) provides a comprehensive guide on how individuals listed on the US sanctioned lists, particularly the Specially Designated Nationals and Blocked Persons List (SDN List) can petition for removal. This reporting guide provides a summary on who can submit a request, eligibility, process, documentation, and the timelines involved.



**Who needs to submit a petition?**

Any person listed on an OFAC Sanctions List, particularly in the SDN List can submit a petition. The primary goal of sanctions is to incentivize behavioral change, not to punish. Petitions may be filed directly by the listed persons or from their authorized representatives.



**When should a petition be submitted?**

A petition may be submitted at any time after the designation especially when the underlying conduct has ceased, the designation was due to mistaken identity, the listed person is deceased, or there is new evidence of changes in circumstances of the listed person.



**What information are required in the Petition for Removal?**

Petitions must include the following information:

- Full name and contact details of the petitioner and representative.
- Proof of identity such as government-issued IDs.
- The exact listing entry as it appears on the Sanctions List.
- A detailed explanation of why the designation is no longer applicable.
- Supporting documentation such as evidence of behavioral change, legal or factual rebuttals, business or personal records.
- If submitted by a representative, an authorization letter is required.

Petitioners seeking removal from an OFAC sanctions list may request the evidentiary record underlying their designation by submitting a Freedom of Information Act (FOIA) request to the U.S. Department of the Treasury.

- FOIA (5 U.S.C. § 552) allows any person to request access to records from the Executive Branch of the US government.
- Requests should reference 31 CFR Part 1, Subpart A and 31 CFR Part 501.
- This is helpful for petitioners understand the basis for their designation and prepare a more informed delisting petition.



**What are the timelines involved when filing?**

OFAC confirms it has received the petition within 7-10 business days. OFAC will typically issue a questionnaire requesting additional information or clarification within ~90 days. Depending on the complexity and interagency coordination, review and decision may take several months to over a year.



**How and where is Petition submitted?**

All petitions should be submitted electronically to:  
[OFAC.Reconsideration@treasury.gov](mailto:OFAC.Reconsideration@treasury.gov).

Alternatively, the petition can be sent to the following address below:  
Office of Foreign Assets Control  
Office of the Director  
U.S. Department of the Treasury  
1500 Pennsylvania Avenue, N.W.  
Washington, D.C. 20220

## Reporting Tips

- It is important to be clear, factual, and concise when filing a petition.
- Respond promptly to OFAC should there be inquiries or clarifications raised.
- If a delisting petition is denied, reapplication at any time is allowed by submitting a new petition that clearly explains what has changed since the previous request. This includes new evidence, updated circumstances, or corrected information.
- A reapplication must reference the prior denial and include all relevant documentation, and if a new representative is involved, a fresh authorization letter is required. The process follows the same submission steps as the original petition and is reviewed as a new case.



For more information, you can visit OFAC's FAQ page on Delisting Process, <https://ofac.treasury.gov/specially-designated-nationals-list-sdn-list/filing-a-petition-for-removal-from-an-ofac-list>.