

.04 New Applications - Expedited Applications - Turned in by Mail or FAX

REVISION 03
(01/01/08 – 03/31/08)

When an application is mailed or faxed to the local office and is screened as an expedite, the following apply:

- Call the PI on the day the application is received. Schedule the interview for one of the following:
 - The same day.
 - The first [workday\(g\)](#) after the phone call, to ensure that [expedited](#) processing time frames are met.
 - A later date, when requested by the applicant.
- When the PI cannot be reached by phone, mail an appointment notice. Mail it no later than the first workday following the day the application is received. Schedule the interview to occur no later than five calendar days following the day the application was received.
- The applicant may request an office interview, [telephone interview](#) or [home-based interview](#). (For NA, see [Waiver of Office Interview](#))