

Directions: Complete sections 1-8 below and submit to XRAY@AZDHS.GOV. Upon receipt, the bureau will review and issue a Service Registration to permit the servicing of radiation machines in Arizona. This form is used for initial applications, renewals, and to report any amendments to the information contained below. Incomplete submissions will be returned.

Section 1. Application Action (Select ONE and provide the requested information)

☐ New Applicant

☐ Renewal Service Registration Number:

☐ Amendment Service Registration Number:

Purpose of Amendment:

Section 2. Business Information (Provide the below information for the Bureau to contact you, if needed)

Business Name (Legal & dba)			
Most Responsible Individual		Title	
Full Address			
Phone(s)			
Email Address(s)			
Web Address			

Section 3. Legal Structure (select the legal structure of your organization)

<input type="checkbox"/> Individual	Enter information as it appears on your ID. Submit a <i>legible</i> copy of your driver's license or other form of verification of U.S. Citizenship in accordance with A.R.S. § 41-1080 .		
	Full Name (as it appears on ID):		
	Street Address:		
	City:	State:	Zip:
<input type="checkbox"/> Corporation (ie. LLC, PC, etc..)	Provide your State Corporation Commission File Number (Click HERE if incorporated in AZ)	State:	File Number for legal entity provided above:

Section 4. Modality Selection (Select all types of radiation machine your organization services)

☐ **X-Ray Machines** ☐ **Non-Ionizing Machines**

Section 5. Type of Vendor (Select all types of services your organization offers to ARIZONA customers)

<input type="checkbox"/> Assemble	A person who sells, assembles, installs, or delivers radiation machines, or components, to Arizona customers. **Subject to reporting requirements (see section 6)
<input type="checkbox"/> Service	A person who performs major adjustments or repairs, usually requiring specialized training or tools, or both. (ie. calibrations, repairs, part replacements, etc..)
<input type="checkbox"/> Survey	A person who provides a radiation safety survey. Examples include, but are not limited to: <ul style="list-style-type: none"> X-Ray radiation shielding survey, per A.A.C. R9-7-202(D) Maximum Permissible Exposure (MPE) and Nominal Hazard Zone (NHZ) determinations for lasers
<input type="checkbox"/> Distribute	A person who sells radiation machines to assemblers. Distributors differ from assemblers in the fact that they do not sell units to end users.
<input type="checkbox"/> Rent	A person who owns or otherwise assumes legal responsibility for a radiation machine but does not operate the equipment for purposes other than servicing, but rents equipment to Arizona customers. For purposes of this definition, duration or fee for the service do not modify applicability. NOTE: a machine registration is also required if the person offering the rental service owns and maintains the machine in the State of Arizona. See website for application. **Subject to reporting requirements (see section 6) <div style="display: flex; justify-content: space-between;"> Machines maintained in Arizona Machines maintained outside of Arizona </div>

Section 6. Department Notification Requirements (No Action Required)

If your business will Assemble or provide Rental services for radiation equipment to Arizona customers, notification reports must be submitted to the Department within 15 days of the Assembly/Rental. The report must contain:

For X-Ray Units, submit the following to XRAY@AZDHS.GOV:

- (1.) The name and address of the person possessing the machine that was assembled or installed;
Email and phone is very helpful if available.
- (2.) The manufacturer, model, and serial number of each radiation machine with the tube housing model number and serial number, maximum kVp, and maximum mA, assembled or installed; and
- (3.) The date each machine was assembled or installed, or the first clinical procedure is performed.

NOTE: Electronic submission of either a tabular spreadsheet or Form FDA 2579 will suffice the above reporting requirements.

For Non-Ionizing Units, submit the following to NONION@AZDHS.GOV:

- (1) The name and address of the person possessing the machine that was assembled, installed or delivered;
Email and phone is very helpful if available.
- (2) The manufacturer, model, and serial number of each radiation machine;
- (3) The date each machine was assembled or installed, or the first clinical procedure is performed

NOTE: Electronic submission in a tabular spreadsheet will suffice the above reporting requirements.

Section 7. Web Posting Authorization (Select YES or NO)

☐ Yes ☐ No Would you like your business contact information shared in Department Public Notice?

If yes, include an attachment to this application with the following information to be published online:

- i. Business Name (dba).
- ii. Business and/or Mailing Address.
- iii. Phone Number.
- iv. Email Address.
- v. Web Address, if applicable.
- vi. List of services your business provides.

NOTE: if all the above information is not provided with this application, the business information will not be published on the Department website (azdhs.gov/brc). By way of information, the Department only guides members of the public to the published notice and does not provide recommendations or endorsements regarding private individuals or companies.

REFERENCE LINK: [X-Ray Physics / Safety Consultant Public Notice](#)

REFERENCE LINK: [Non-Ionizing Radiation Consultants Public Notice](#)

Section 8. Applicant Signature and Acknowledgement

Print Name			
Signature		Date	

NOTE: A Service Registration does not grant approval as a Qualified Expert. Individuals who wish to be approved as a Qualified Expert must apply for approval using the ADHS Qualified Expert Certification Application Form.

BE ADVISED, Service Registrants are required to maintain issued Registrations current. Service Providers who continue to provide radiation services to Arizona customers under an expired registration will be in violation of Title 9, Chapter 7, of the Arizona Administrative Codes, and may be subject to civil money penalties.

There is **NO FEE** for this application.