

ADHS Bureau of Radiation Control

Existing X-RAY Registration Amendment Guidance

Amendment Action	Forms to submit						Supplemental	
	BRC-4 (Facility Information Form) (one per location) Must include Legal Structure Info or Proof of Citizenship	BRC-4X (Registers Healing Arts Unit) (one per unit)	BRC-4I (Registers Industrial Unit) (one per unit)	BRC-13 (Screening exemption app.) (one per location)	BRC-TH (one per location)	BRC-RSOX (One per location)	CT Unit Evaluation (R9-7-612(G)&(F)) Performed by Qualified Expert	Room Shielding Diagram & Workload/Exposure Calculations (R9-7-603(C) and R9-7-607(C)) (R9-7-804(G) and R9-7-1134(A))
Legal Business or DBA Name and/or Legal Structure, Physical Address	✓ ✓							✓
Mailing and/or Billing Address and/or Contact Info	✓ ✓							
Add, Remove, Replace, Relocate (same building but different room), or Declare Rental Unit(s)		✓ If appl.	✓ If appl.					See BRC-4X/4I
↳ Adding CT/CBCT Unit or Major Repair or Relocation of CT/CBCT Unit		✓					✓	See BRC-4X
↳ Request travel condition to use a unit at alt. locations		✓ If appl.	✓ If appl.					
Update Mammography Screening and/or Self-Referral Process				✓				
Update Authorized User(s) or Medical Physicist(s) (Therapy Facilities only)					✓			
Designate/Change Radiation Safety Officer (RSO) (Therapy, Industrial, and Analytical Facilities only)						✓		

X-Ray Forms are available on our website [AZDHS.GOV/XRAY](https://azdhs.gov/xray)

Navigating the Matrix

Identify your facility type in the far left column, follow that row over to the right amendment action, and follow that row across the matrix to identify all items you will need to submit to the Bureau in order to amend your registration. If you need assistance identifying which type of facility is most appropriate, visit the [types of facilities](#) tab of our website. All forms are located under the [X-Ray Forms](#) tab of our website.

Where to submit forms?

All forms must be submitted via email to XRAY@AZDHS.GOV

When to submit forms?

Submit forms within 30 days of the effective date of the amendment.

Is there a fee?

No. All changes to your unit inventory, staff, or ownership will affect the upcoming annual fee. Do not send payment with notice of any amendments in the table above.

How to find my Registration number?

Your registration number is printed on your registration certificate. It begins with one or two letters, has a dash, followed by two to five numbers.

How to identify a unit's Manufacturer/Model

The Bureau registers machines based off the control, not the machines tube or generator. To locate this information, identify the control (the portion of the machine which is used to manipulate the procedure parameters), and complete the BRC-4X/ BRC-4I form with the make/model labeled on that portion of the machine.

Have more questions?

Email our general inquiry box at XRAY@AZDHS.GOV or give us a call at 602-255-2524. Please provide your registration number when you email or call.