

**Radiology Compliance Branch**  
RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

**Application for Registration of Radiation Services  
Installation and Service**

[Email saved or scanned application to: xrayservice@dhhs.nc.gov](mailto:xrayservice@dhhs.nc.gov)

**Company Information:**

Company Name		Registration # (existing only)		Registration Status*	
Street Address		City		State	Zip
Registration Contact Name		Phone Number		Email Address	
Person Responsible for Radiation Safety/RSO Name		Phone Number		Email Address	
Owner's or Most Responsible Person's Name(s)					

\*Please insert **Registration Status**: Initial (never registered) Existing (currently registered) Reinstate (previously registered)

**Billing Information**

Billing Company Name		Billing Contact		Billing Email†	
Billing Street Address		City		State	Zip

Check each applicable service category					
Medical (Radiographic)		Dental (Intraoral)		Industrial/Analytical	Do you provide radiation output measurements?
Medical (Fluoroscopic)		Dental (Extraoral)		Accelerator	
Medical (Therapy)		Dental (Hand-held)		CT Scanner	Yes <input type="checkbox"/> No <input type="checkbox"/>
Veterinary (All Types)				Other (Specify below)	If Yes, the testing equipment must be properly calibrated
Give a brief description of the types of radiation services your company provides					

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**Requirements for Service or Installation of Radiation Machines or Machine Components**

Each company conducting or offering service or installation of radiation machines or components must register with the NC Radiation Section. Each registrant shall develop, document and implement a radiation safety program sufficient to meet the requirements of 10A NCAC 15 .1600.

Each service technician conducting service within the state or on equipment being utilized in the state must meet the training and experience requirements of 10A NCAC 15 .0214(a)(2). Please list on the following page the names of each individual that provides services for your company in NC.

Documentation of the following must be provided for each technician:

1. Training in service, maintenance or installation of radiation equipment.
2. Training in principles of radiation protection
3. Minimum of 3 months of experience in service, maintenance or installation of radiation equipment.

Your company must maintain and provide if requested by this Section the following

1. Written radiation safety policies
2. Dosimetry records for technicians
3. Calibration records of equipment used for testing of serviced equipment

Installations must be reported to the Section by the FDA 2579 form or our form found here:

<http://www.ncradiation.net/Xray/documents/rptofassembly.pdf>

Additional guidance can be found here: <http://www.ncradiation.net/Xray/reference.htm>

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**THE LEGAL OWNER, RADIATION PROTECTION REPRESENTATIVE OR AUTHORIZED DESIGNEE MUST SIGN AND CERTIFY ALL INDIVIDUALS CONDUCTING SERVICE UNDER THIS REGISTRATION WILL COMPLY WITH THE REQUIREMENTS OF 10A NCAC 15 .0214(a)(2) AND IMPLEMENT A RADIATION SAFETY PROGRAM SUFFICIENT TO MEET THE REQUIREMENTS OF 10A NCAC 15 .1600.**

**Signature**(You may type your full legal name in place of a written signature)

**Date**

**Print Name**

**Title**



