



July 2001

**Bureau of Radiation Control  
RADIOACTIVE MATERIALS SECTION  
Information Notice 2001-02**

***Specific License Applications for Amendments,  
Renewals, Terminations and New Licenses***

*This information notice is applicable to all specific radioactive material licensees and applicants.*

Applicants for specific licenses are reminded that section 64E-5.207, Florida Administrative Code (F.A.C.) requires the submission of applications for specific licenses, license renewals and license amendments in **triplicate**. The requirement is applicable to the DOH Form and all supplemental sheets attached for clarification. Applications for license amendments do not require submission of the DOH forms but should readily identify the radioactive materials license number. Failure to do so may cause delays in the processing of your request.

Additionally, because a radioactive materials license is a legal document, license applications, amendment requests and all other license-related correspondence must be **signed and dated by a person authorized to make legally binding statements for the licensee (i.e., a certifying official)**. For example, the title of medical doctor is not recognized as a certifying official unless the license is issued in the physician's name. Also, failure to include the appropriate **corporate title** with the signature of the certifying official may cause unnecessary delays in the processing of your request.

Your compliance with these requirements will greatly enhance our capability to review license applications, renewals and amendment requests in a timely manner. If you have any questions, please contact our office at (850) 245-4545.