



Instructions for X-Ray Radiation Machine Services

NEW REGISTRATION FOR RADIATION MACHINE SERVICES: submit the following along with fee of \$290:

- *RC Form 226-5*– Application for Registration of Radiation Machine Services
- *RC Form 226-1* – Business information Form
- Radiation Safety Officer (RSO) qualifications – Submit resume, documentation of experience, education and/or training.

To access forms and publications, visit our website at <http://www.dshs.state.tx.us/radiation/x-ray/>

FEE SCHEDULE

To see our fee schedule refer to 25 Texas Administrative Code (TAC) §289.204.

REGISTRATION REQUIREMENTS

For registration and radiation safety requirements for X-Ray Services refer to 25 TAC §289.226.

All companies must register with the Texas Secretary of State's office, as a business, to receive a registration with our office per §289.226(e)(8). To obtain a required Texas business registration with the Secretary of State's office visit http://www.sos.state.tx.us/corp/forms_boc.shtml

TECHNICAL RENEWAL

For 8 year **technical renewal** (expiration date on your certificate of registration), submit completed *RC Form 226-5* and *RC Form 226-1*. The agency will send a renewal reminder letter and forms by mail 4-6 weeks prior to the expiration date.

REGISTRATION AMENDMENTS

For **company name change or change of ownership**, see *Regulatory Guide 8.2: Guidelines for Issuing Certificates of Registration Due to a Change in name and/or ownership*. Submit completed *RC Form 226-5* and *RC Form 226-1*.

For **RSO change**, submit completed *RC Form 226-5* and designated RSO's resume, documentation of experience, education and/or training.

For **other registration amendments**, submit completed *RC Form 226-5*.

CONTACT INFORMATION

For additional information please contact Karen Verser at (512) 834-6688 x2233 or Elisabeth Gerber at (512) 834-6688 x2248. Email to: Karen.Verser@dshs.state.tx.us or Elisabeth.Gerber@dshs.state.tx.us

Mailing Address for New Applications:

Texas Department of State Health Services
Radiation Safety Licensing Branch
MC 2003
PO Box 149347
Austin, TX 78714-9347

Mailing Address for Other Correspondence:

Texas Department of State Health Services
Radiation Safety Licensing Branch
MC 2835
PO Box 149347
Austin, TX 78714-9347