

Application for a Radioactive Materials License

Please See Back Pages for Instructions: Complete all items below unless otherwise stated.

1. This is an application for (Check appropriate item):

New License Renewal of License: _____ Amendment of License: _____

If a Radiation Guide was used as part of this application,
please indicate which Radiation Guide was utilized: _____

2. Name and mailing address of company, organization
or agency (Must be legal entity, not a division or
individual user):

FEIN #: _____

3a. Address in which radioactive materials will be stored:

3b. Will radioactive material be used at client/temporary
jobsites within NYS?

Yes

No

4. Person to be contacted about this application:

Name: _____ Business Telephone Number: _____

E-mail: _____ Cellular Telephone Number: _____

Submit Items 5 through 11 on a separate 8-1/2" x 11" paper or use the appropriate Checklist. The type and scope of information to be provided is described in the applicable licensing guidance. Attach additional sheets as needed.

5. Radioactive material

7. Individual(s) responsible for the
radiation safety program

9. Facilities and equipment

6. Purpose(s) for which radioactive
material will be used

8. Training for individuals working
in or frequenting restricted areas

10. Radiation safety program

11. Waste management

12a. License Fees* (Select from below)

Payment Enclosed (Complete Items 12.b. and 12.c)

Payment Not Applicable (Skip to Item 13)

12b. License Fee Category and Amount

Fee Category (10 NYCRR 16.41): _____

Amount Enclosed: _____

12c. Person to be contacted for future billing and invoices:

Name: _____ Business Telephone Number: _____

Address: _____

E-mail: _____

*Fees are only required for new applications or amendments/renewals that increase the scope of the existing license to a new or higher fee category. New applications without payment will not be processed. Please see the back of this form for additional details.

13. Certification: The company or organization and any official executing this certificate on behalf of the company or organization named in item 1 certify that all information contained in this application, including any supplements attached hereto, is true and correct to the best of their knowledge and belief. **Note that any misrepresentation of any material fact found to have been made in securing a license pursuant to this application shall constitute cause for suspension or revocation of such license.**

Signature of Certifying Official: _____ Date: _____

(Plant Manager, Company President, Agency Head Only)

Print Name of Certifying Official: _____

Title of Certifying Official: _____

Telephone Number of Certifying Official: _____

E-mail of Certifying Official: _____

Instructions: Complete all items; use supplemental sheets where instructed. See the appropriate License Application Guide for detailed instructions for completing the application. Certification item 13 must be completed. Mail two copies of the entire application to the New York State Department of Health, Bureau of Environmental Radiation Protection, Radioactive Material Section, ESP-Corning Tower, Room 1245, Albany, New York 12237. Upon approval of an application, the applicant will receive a “Radioactive Materials License” pursuant to statutory and implementing regulatory authority and subject to all applicable rules, regulations, and orders of all appropriate regulatory agencies now or hereafter in effect and to any conditions specified in the license.

Licensing Guidance: The amount of information needed on this application will depend on the type, nature, and relative risks associated with routine and non-routine activities involving radioactive materials. The New York State Department of Health has published a series of licensing guidance for the most common uses of radioactive materials. This guidance is recommended for use when completing the DOH-5837 Application for a Radioactive Materials License Form and may be found online at: health.ny.gov/environmental/radiological/radon/radioactive_material_licensing/.

Please note that New York State Department of Health does not publish licensing guidance for all types of radioactive materials uses which may require licensure. Applicants may contact the New York State Department of Health for additional assistance if they do not see appropriate licensing guidance for their proposed uses. Applicants may also use other Agreement State and/or U.S. Nuclear Regulatory Commission licensing guidance (e.g., NUREG-1556 series) in completing this application; however, applicants should be aware of any differences in regulatory requirements and licensing procedures which may not be reflected in other state or federal licensing guides.

Fees and Payment: New applications or amendments/renewals that increase the scope of the existing license to a new or higher fee category shall send payment along with the original application or amendment. Please note that the New York State Department of Health will not accept new applications sent without payment and the New York State Department of Health does not generate or send bills or invoices for new applications. All payments are non-refundable.

Fee amounts are based on the fee categories within [10 NYCRR 16.41](#). There are two different fee schedules based on the applicant utilizing radioactive materials for commercial purposes or noncommercial purposes. Please note that certain entities may be exempt from licensing fees in accordance with [10 NYCRR 16.40](#). Fees are due at the time of application and on an annual basis thereafter. Any Applicants or Licensees with questions on the appropriate fee category may contact our office at BERP@health.ny.gov; or (518) 402-7590.

Applicants that fail to submit payment for required fees may be subject to delays in processing their application for a New York State Department of Health Radioactive Materials License. Licensees should ensure that their billing contact information as outlined in Item 12c. of this Application for a Radioactive Materials License Form is updated with the New York State Department of Health Bureau of Environmental Radiation Protection. Updates to a licensee’s billing contact may be sent to BERP@health.ny.gov with reference to the applicable New York State Department of Health Radioactive Materials License Number in the subject line.

Additional information on how to submit payment, fee schedules/categories, and billing may be found on our website at: health.ny.gov/environmental/radiological/radon/radioactive_material_licensing/.

General Licenses and Reciprocity: Please note that the DOH-5837 Application for a Radioactive Materials License Form should not be utilized by applicants seeking a General License in accordance with [10 NYCRR 16.101](#). Additionally, the DOH-5837 Application for a Radioactive Materials License Form should not be utilized by applicants seeking to file for Reciprocity. Additional information on applying for a General License or Reciprocity may be found on our webpage at: health.ny.gov/environmental/radiological/radon/radioactive_material_licensing/.

Amendments to Existing Licenses (Excluding Renewals): The DOH-5837 Application for a Radioactive Materials License Form does not need to be submitted for amendment requests for previously issued Radioactive Materials Licenses. If licensees wish to use the DOH-5837 form to request changes/amendments to their existing Radioactive Materials License, they may do so. However, specific changes to the existing license must be clearly identified and contain appropriate and relevant information. A signed cover letter by the Radiation Safety Officer and/or the Certifying Official may be provided to request amendment to existing licenses in lieu of submitting a DOH-5837 Application for a Radioactive Materials License Form. Amendments may be emailed to BERP@health.ny.gov instead of mailing physical copies.

Please note that any changes to Items 2-3 and 5-12 of this application may require an amendment. Updates to the person(s) to be contacted about the radioactive materials license and application (Except for the Radiation Safety Officer), person to be contacted for billing and invoices, and Certifying Official may not require an amendment, but should be communicated to the New York State Department of Health to ensure compliance with all relevant regulatory requirements and future correspondence regarding the Radioactive Materials License.

Contact Information: Any questions regarding this form, fees, applying for a New York State Department of Health Radioactive Materials License, or amending a New York State Department of Health Radioactive Materials License, may be provided by e-mail to BERP@health.ny.gov; (518) 402-7590, or at our address, New York State Department of Health, Bureau of Environmental Radiation Protection, Radioactive Materials Section, ESP-Corning Tower, Room 1245, Albany, New York 12237.