



Registration Instructions For Vendor/Service Provider

General Information

To speed up the process and assist vendor/service providers in submitting registrations, the Department has made instructions available so applicants may understand the nature of information being sought and thereby respond correctly to the registration information. A registration must be submitted for each Vendor/Service Provider who engages in the business of assembling, installing, selling and or furnishing radiation-producing machines. See PA Title 25 Environmental Protection regulations section 25 § 216.2a. The most recent copy of the current regulations is available on-line at www.pacode.com.

Instructions:

Please type or print all available information when completing the application. Some questions can be answered simply by check-off or with brief answers, but if information needed is more than space allows, copy that question onto a supplemental sheet and complete as required. The fee of \$140.00 must be included with the registration submittal. Section 25 § 218.11(h).

① Legal Name of Company

The legal name of a person or organization requesting a registration from the Department to conduct service is required. The name given will be the exact name written on the registration.

② Mailing Address

Fill in the location of the main office or headquarters of the company, where its usual business affairs are conducted. The mailing address should not include data that is not appropriate for business correspondence. In addition to the street name and number, PO Box number, etc., use any appropriate designation and numbers to further define the mailing address of the applicant (e.g., apartment, floor, building, room, department, suite, etc.). Make sure to include the city, state, and ZIP+4 postal code. Do not use abbreviations for the city name. Use the two-character abbreviation for the state. If other than USA, provide country.

③ Telephone Number / Fax Number

The area code, phone number and fax number of the business.

④ Web Address

The web address of the business, if available.

⑤ Email Address

The email address of the business.

⑥ Employer Identification Number (EIN)

The Employer Identification Number (EIN) is required in the space provided. The EIN, which is also known as a Tax Identification Number (TIN), is the number assigned to the provider by the Federal Government for tax reporting purposes.

⑦ Location Address

The address of the business, if different then the mailing address.

⑧ Area of Pennsylvania Served

Check all that apply by referring to the attached map for regional areas.

Instructions (continued):

9 Type of Activity

Check all that apply.

10 List any other Regional Offices

A registration is necessary for all regional offices within the Commonwealth that provide any vendor/service business activities.

11 Service or Services Provided

Check all that apply.

12 Types of Equipment

Check all types of equipment sold, installed, serviced and repaired. Supply information on any other type of equipment or service provided.

13 Signature

Sign and indicate your title or position in the firm.

14 Print

Print your name and date the application.

Additional Information

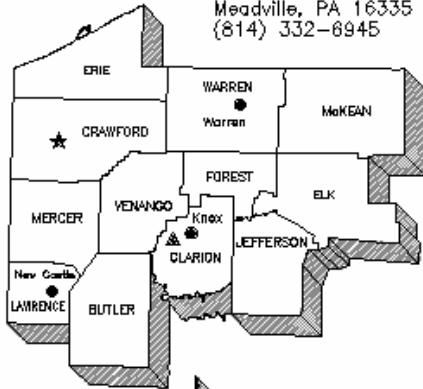
Inform the Bureau in writing, within 30 days, of any changes in name, address or services rendered. The registration and fee are due annually.

Mail the complete application, along with a check or money order for \$140.00 payable to: "Commonwealth of Pennsylvania."

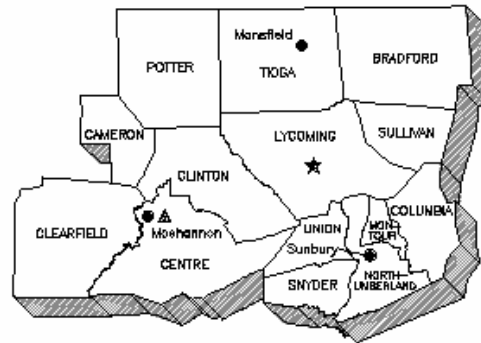
Department of Environmental Protection
Bureau of Radiation Protection
P.O. Box 8469
Harrisburg, PA 17105-8469

**COMMONWEALTH OF PENNSYLVANIA
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 REGIONAL, DISTRICT and MINING OFFICES**

6 *NORTHWEST REGION*
 230 Chestnut Street
 Meadville, PA 16335
 (814) 332-6945



4 *NORTHCENTRAL REGION*
 208 West Third Street, Suite 101
 Williamsport, PA 17701-6448
 (570) 327-3636



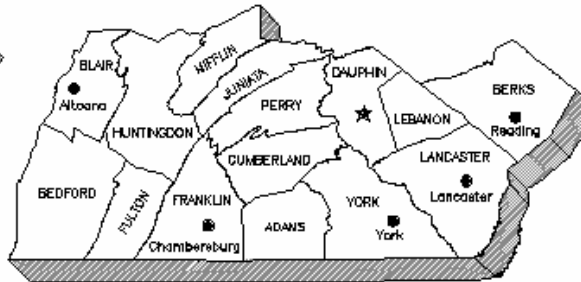
2 *NORTHEAST REGION*
 2 Public Square
 Wilkes-Barre, PA 18711-0790
 (570) 826-2511



5 *SOUTHWEST REGION*
 400 Waterfront Drive
 Pittsburgh, PA 15222
 (412) 442-4000



3 *SOUTHCENTRAL REGION*
 909 Elmerton Avenue
 Harrisburg, PA 17110
 (717) 657-4585



1 *SOUTHEAST REGION*
 2 East Main Street
 Norristown, PA 19401
 (484) 250-5900



LEGEND: ★ REGIONAL OFFICES ● DISTRICT OFFICES ▲ MINING OFFICES