

**Alabama Department of Public Health
Office of Radiation Control**

**INDUSTRIAL RADIOGRAPHY REPLACEMENT
CERTIFICATION ID CARD PROCEDURES**

LOST OR MISPLACED YOUR CERTIFICATION ID CARD?

- ▶ Call the Office of Radiation Control at (334) 206-5391 or 1-800-582-1866 (in Alabama) as soon as the certification ID card is discovered missing.
- ▶ Within 24 hours, send a written request to the Office of Radiation Control containing the following information:
 - date of request;
 - your full name, mailing address, telephone number, social security number and radiographer identification number;
 - your current employer, mailing address, and telephone number;
 - a brief statement on what happened to the card; and
 - a nonrefundable replacement fee of \$20.00 (check, money order, cashier's check) made payable to the Alabama Department of Public Health.

WHERE TO SUBMIT YOUR REQUEST AND MONEY...

- ▶ U. S. Postal Service: Alabama Department of Public Health, Office of Radiation Control, P. O. Box 303017, Montgomery, AL 36130-3017, ATTN: David Turberville
- ▶ Overnight courier: Alabama Department of Public Health, Office of Radiation Control, 201 Monroe Street, Suite 700, Montgomery, AL 36104, ATTN: David Turberville

WHAT DO YOU DO THEN?

- ▶ You **MUST** carry a copy of your letter requesting a replacement card while performing industrial radiography activities in Alabama.
- ▶ The letter is only good for 60 days from its date.

WHAT HAPPENS NEXT?

- ▶ When the letter is received requesting a replacement card, the certification ID card will be processed and sent by certified mail to the address given in your letter.

WHAT HAPPENS DURING AN INSPECTION?

- ▶ As long as you are carrying a copy of your letter, you should NOT be cited.
- ▶ If you do not notify the Office of Radiation Control when you lose your certification ID card and continue to work as a radiographer, you will be in violation of the rules and subject to enforcement actions.