

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

**INDUSTRIAL RADIOGRAPHY SECOND  
CERTIFICATION ID CARD PROCEDURES**

***LOST OR MISPLACED YOUR CERTIFICATION CARD...***

- Call the office of Radiation Control (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 non-refundable 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, Alabama 36130-3017, ATTN: Myron K. Riley
- Overnight courier: Alabama Department of Public Health, Office of Radiation Control, 201 Monroe Street, Suite 1250, Montgomery, Alabama 36104, ATTN: Myron K. Riley

***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.