Alabama Department of Public Health  
Office of Radiation Control

INDUSTRIAL RADIOGRAPHY  
PROCEDURES TO REPLACE A LOST OR MISPLACED CARD

LOST OR MISPLACED RADIOGRAPHER’S QUALIFICATION CARD...

Call the Office of Radiation Control (334) 290-6244 or 1-800-582-1866 (in Alabama) as soon as the qualification 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: Cason Coan

Overnight courier: Alabama Department of Public Health, Office of Radiation Control, 208 Legends Court, Office 144, Prattville, AL 36066, ATTN: Cason Coan

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 qualification ID card will be processed and sent by certified mail to the address given in your letter.

WHAT HAPPENS DURING AN INSPECTION?

You should NOT be cited if you are carrying a copy of your letter.

If you do not notify the Office of Radiation Control when you lose your qualification ID card and continue to work as a radiographer, you will be in violation of the rules and subject to enforcement actions.