



Texas Department of State
Health Services

REGULATORY GUIDE 8.2

TEXAS DEPARTMENT OF STATE HEALTH SERVICES

RADIATION SECTION – REGISTRATION BRANCH

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GUIDELINES FOR ISSUING CERTIFICATES OF REGISTRATION DUE TO A CHANGE IN NAME OR OWNERSHIP

This guide describes general conditions that would require issuance of a new certificate of registration due to a change in name and/or ownership of a registrant using medical, dental, veterinary, or industrial X-ray machines, laser, accelerators, or minimal threat machines, and radiation services. It also describes conditions involving a change in name and/or ownership that may require an amendment to an existing certificate of registration rather than issuing a new certificate of registration. Any change in name and/or ownership will be evaluated on a case-by-case basis by the Department of State Health Services, Radiation Safety Licensing Branch (Agency).

Title 25 Texas Administrative Code (TAC), chapter 289 prohibits the transfer of certificates of registration to other persons unless the Agency provides its consent in writing. The Agency should be notified in writing within 30 days of a change in name/or ownership of an existing certificate of registration. If an application for a new certificate of registration is required, please visit our website at www.dshs.texas.gov/radiation and access "Applications and Forms" or contact the Agency at xrayregistration@dshs.texas.gov.

For purposes of this guide, an ownership change refers to a change in the legal entity to which the certificate of registration is issued, whether through sale, merger, reorganization, or transfer of certain operations or assets of a corporation, partnership, or sole proprietorship. An ownership change does not necessarily result in an ownership change.

A new registration is required for the following situations:

- Ownership change with or without a name change.
- Ownership change with or without a name change because of the death of the sole owner.
- Ownership change with a physical location change.
- A certificate of registration with multiple names listed, separating into individual entities or businesses.*
- Division of ownership of a business with multiple sites into multiple separate entities or businesses.*

The following forms must be submitted for any of the above situations:

- New owner(s) must submit an Application, Business Information Form, Radiation/Laser Safety Officer Form, and fees.
- Previous owner or estate/heir(s) must submit a termination request for the original certificate of registration.

*The Agency may determine that a new registration is not required on a case-by-case basis; contact the Agency to discuss.

Amendments to certificates of registration are required for the following situations:

- Legal Name or “Doing Business As” (DBA) name changes with the same owner(s).
- Ownership change with or without a name change because of the death of a partner.

The following forms must be submitted for any of the above situations:

- An Application and Business Information Form.
- Radiation/Laser Safety Officer Form, if applicable.

Applications and forms to apply for new certificates of registration are available on the Radiation Control website, www.dshs.texas.gov/radiation.

For additional information, please call 737-218-7110 or email xrayregistration@dshs.texas.gov.