



California Department of Public Health - Radiologic Health Branch

# Facility Ownership Change

This is a PDF guide on how to report a facility change of ownership.

Access our [online Radiation Machine Registration portal](#) and fill out the questionnaire to be directed to the appropriate radiation machine forms. Please complete the [Facility Ownership Change forms](#) to report a change in facility ownership.

Please note that Internet Explorer does not work for this portal.

Title 17, California Code of Regulations requires that:

**§ 30108. Registration Requirement** – “every person not already registered who acquires a reportable source of radiation shall register with and pay the fee as specified in Section 30145 to the Department within 30 days of the date of acquisition.”

**§ 30115. Report of Change** – *“the registrant shall report in writing to the Department, within 30 days, any change in: registrant's name, registrant's address, location of the installation, or receipt, sale, transfer, disposal, or discontinuance of use of any reportable source of radiation.”*

## COMPLETE THE OWNERSHIP CHANGE FORMS IF...

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- You are a registered facility with an FAC number and...
  - ✓ A sole proprietor becomes a partnership, limited liability company, or corporation.
  - ✓ A partnership has changed partners or becomes a limited liability company or corporation.
  - ✓ A limited liability company or corporation becomes a partnership or sole proprietor.

**Note: A change in Taxpayer ID is an indication of ownership change.**

- ❖ **New owner** must submit a New Facility Registration form.
- ❖ **Previous owner** must submit a Withdraw Facility Registration form.

**Registrations are NOT transferrable.**

## WITHDRAW PREVIOUS OWNER REGISTRATION FORM

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The previous owner’s registration must be inactivated prior to the creation of a new registration.

The previous owner must complete the Withdraw Previous Owner Registration form. Alternatively, an authorized representative may submit the withdrawal on behalf of the previous owner.

## NEW OWNER REGISTRATION FORM

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If you have purchased a facility from a previous owner, complete this form because registrations are NOT transferrable.

Before completing the New Facility Registration form, be sure to have the previous owner complete the Withdraw Previous Owner Registration form.

## WHAT'S NEXT?

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You will receive a submission confirmation email if the forms were successfully submitted: "... has been successfully submitted to the California Department of Public Health, Radiologic Health Branch (CDPH-RHB)."

Please allow ample time for the forms to be processed. Once processed, you will receive another email with information pertaining to your registration status.

Facilities that have **paid** for their initial registration may visit the [RHB Radiation Machine Registration on the Web](#) to verify that their facility's radiation machines have been registered with CDPH-RHB. Please allow up to **two business days** after receiving confirmation that your form has been processed to verify your registration using the verification webpage.

## ADDITIONAL RESOURCES

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If you have any questions or concerns regarding x-ray machine registration, please reach out and be sure to provide your full name, facility name, FAC number, and phone number along with your inquiry.

**Email:** [XrayRegistration@cdph.ca.gov](mailto:XrayRegistration@cdph.ca.gov)

**Phone:** (916) 327-5106

**Link to Registration Frequently Asked Questions:** [FAQs](#)