California Department of Public Health - Radiologic Health Branch

Withdraw Facility Registration

This is a PDF guide on how to complete the online Withdraw Facility Registration form.

Access our online Radiation Machine Registration portal and fill out the questionnaire to be directed to the appropriate radiation machine forms. Please complete the Withdraw Facility Registration form to close out the registration for your entire facility.

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

Complete the Withdraw Facility Registration Form If…

❖ You are a registered facility with an FAC number and…
   o Your registered facility, business, or practice is no longer in possession of any radiation machines.
   OR
   o All radiation machines in your possession have been made incapable of producing radiation.

NOTE: "Incapable of producing radiation" means the radiation machine has been dismantled in such a way that the x-ray tube is incapable of energizing.

Unplugging an otherwise functional machine and/or placing the machine in storage does NOT meet this definition and the machine must remain registered.

Section 1 – Registrant Information

Facility Information

Please select No or Yes to the following three questions:

- Is this submission related to a violation issued by CDPH-RHB?
- Is the facility a mammography provider?
- Does your facility use X-ray machines with energies that exceed 500kVp?

Facility Contact Information

Enter the First name, Last name, email address, and phone number of an individual that a Radiologic Health Branch Representative may contact regarding any information provided on the form.

Registrant Information

Enter the name of the facility, business, or practice.

Enter the Doing Business As (DBA) name if there is one.

Enter the facility registration number (FAC XXXXX).

Physical Address

Enter the physical location of the radiation machines.

Once this section has been completed, you may click Next at the bottom of your form.

Section 2 – Withdrawal Info

It is important to click the box to confirm that **registrant is no longer in possession of any radiation machines** and/or **all radiation machines that the registrant is still in possession of has been made incapable of producing radiation**. You will not be able to move forward if this box has not been checked.

Once the box has been checked, enter the date of the withdrawal. Note that this cannot be a future date.

Once this section has been completed, you may click Next at the bottom of your form.

Section 3 – Review

Review the information to ensure accuracy before moving on to the next page of your form. If you notice any typing errors or incorrect information, you may select the Previous button at the bottom to go back and correct any errors.

Please note that any errors may delay processing time.

When you have reviewed all the information you have entered, select the Next at the bottom of your form.

Section 4 – Sign & Submit

This is the final section of the form.

Please fill in your full name and title. Then sign the form using your mouse.

When you are finished, select the Submit button.

Submission Confirmation

Once you have submitted your form, you will be taken to your submission confirmation page.

You may print to save a copy of your form submission. **Please make note of your Form Tracking ID number.**

Should you need to inquire about the status of your form submission, this number will be needed for reference.

What's Next?

You will receive a submission confirmation email if your form was successfully submitted:

"… has been successfully submitted to the California Department of Public Health, Radiologic Health Branch (CDPH-RHB)."

Additional Resources

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

Phone: (916) 327-5106

Link to Registration Frequently Asked Questions: FAQs