

## Renewal

If you are an existing owner and have an expired registration or can't locate your registration, then call the NYC Department of Consumer Affairs at **(212) 487-4060**. You will give them your Record #, Accela # or CAMIS # which you will find on your old permit or last inspection report. Ask the clerk to verify your expiration date. They can send you a renewal application or copy of a current permit if it is lost. You can renew your permit online at [www.nyc.gov/healthpermits](http://www.nyc.gov/healthpermits) by using your PIN # or by finding the correct forms (remember you are looking for radiation equipment/x-ray/ dental/ renewal). **Renew by mail, web or in person at 42 Broadway NY, NY 10004.**

Items needed to renew permit:

1. Signed renewal application
2. A \$100 check for each two-year period you need to make your permit current. If your permit expired in 2014 you need to buy back two periods, first from 2014-2016, and then from 2016-2018 to make it current.
3. A. Proof of NYS Disability insurance. Ask your insurance broker for Form **DB120.1** (not DB120)  
B. Proof of NYS Workers Compensation. Get either form **C-105.2** or **U26.3**. On both insurance forms 3-A and 3-B have the broker enter NYC Department of Health and Mental Hygiene at 125 Worth St., NY, NY 10013 in the box asking for "requested by."  
C. If there are no employees, then submit form CE 200 from NYS Workers Compensation in lieu of the two above insurance forms. The CE 200 form can be found at <http://www.WCB.State.NY.US>
4. Copy of form **RC43** (summary sheet) from your last inspection report.

Once you have submitted all your paperwork you should receive your current permit/registration within three weeks. If you do not get your permit then call the Department of Consumer Affairs to ascertain the status of your renewal request at **(212) 487-4060**.

The current permit should be posted at the front desk of the practice.

**Note:** The two-year permit is independent from the five-year inspection cycle.

**Hint:** If time is of the essence go to 42 Broadway to complete your renewal application and get a copy of the *report of the transaction*. Ask for a supervisor if you are not getting what you need.

*If you have any questions concerning this topic I would be happy to try and answer them. My cell number is (718) 986-4996. My e-mail address is [Scientist004@aol.com](mailto:Scientist004@aol.com). My office phone is (718) 373-6348.*

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