Kansas Department of Health and Environment
Bureau of Family Health
Healthy Homes & Lead Hazard Prevention Program
1000 SW Jackson, Suite 200, Topeka, KS 66612
Phone: (866) 865-3233 Fax: (785) 296-5594
Email: lead@kdheks.gov
Website: www.kshealthyhomes.org

LEAD ACTIVITY FIRM APPLICATION INSTRUCTIONS AND GUIDANCE

Please print clearly or type all the information requested on the application.

If your business is a corporation, limited partnership, limited liability company or limited liability partnership please provide the Federal ID number and Kansas Secretary of State's Business Entity ID number. Information about registering a business with the Kansas Secretary of State is available online at www.kssos.org or by phone at (785) 296-4564. The business must be registered with the Kansas Secretary of State and in good standing.

The processing time for completed applications is generally 5-7 business days. Applications are processed in the order they are received and may take up to 30 days during peak renewal times. Submitting an incomplete application will delay processing. If you do not receive an incomplete application notice or your license within 30 days please contact our office.

If you have questions regarding this application, please contact our office. We would be happy to assist you!

LEAD ACTIVITY FIRM APPLICATION

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General Information:

All business entities conducting lead-based paint activities including Abatement, Lead Inspections, Risk Assessments, Project Designs or Training Activities must be licensed as a Lead Activity Firm. All sections of this application are required to be completed. If an application is incomplete, you will be notified and will have 30 days to submit the additional information. Applications may be submitted by mail, email or fax. Please mail applications to:

Healthy Homes and Lead Hazard Prevention Program
1000 SW Jackson, Ste 200, Topeka KS 66612

A complete application includes:

1. A completed Lead Activity Firm Application with no sections left blank
2. Payment of the non-refundable application fee as specified in K.A.R. 28-72-3, unless the firm is exempt under K.A.R. 28-72-10(b)(2)(B). Firms exempt are federally recognized Indian tribes, local government or nonprofit organizations. A letter of determination issued by the IRS must accompany the application.

PART A. APPLICATION TYPE

☐ Initial or Previous Expired License $500	Previous License Number	
☐ Initial or Previous Expired License Fee Exemption	Previous License Number	
☐ Renewal License $250	Current License Number	
☐ Renewal License Fee Exemption	Current License Number	

PART B. BUSINESS INFORMATION

Business or Organization Name As It Is To Appear On License		
Business Legal Owner(s) Name		
Business Street Address		City
State	Zip	County
Phone Number	Email Address	

Lead-Based Paint Activities Conducted		
☐ Lead Abatement	☐ EBL Inspections	☐ Project Designs
☐ Risk Assessment	☐ Lead Inspections	☐ Training Provider
☐ Lead Hazard Control		

Please send all correspondence regarding this application to :

☐ Business Address ☐ Email ☐ Other

PART C. TYPE OF OWNERSHIP

☐ Sole Proprietor or General Partnership

Social Security Number(s)

☐ Corporation, LLC, LP, LLP

Federal ID Number

Business Entity ID Number

☐ Government entity/agency or school district

Federal ID Number

PART D. EMPLOYEES PERFORMING ACTIVITIES

Name	KDHE Certification Number	Name	KDHE Certification Number

If additional space is needed, please attach a list with the application

PART E. CERTIFICATION

I hereby certify that as a licensed lead activity firm, sole proprietorship, partnership, corporation, association, governmental agency or other business entity on this application shall:

- Only directly employ certified employees to conduct lead-based paint activities or any KDHE - approved lead hazard control; and

- Ensure that the firm and firm's employees follow work practice standards for lead-based paint activities specified in K.A.R. 28-72-13 through K.A.R. 28-72-21

Signature of business owner	Date
Signature of business owner	Date
Signature of business owner	Date

Credit Card Authorization

If you would like to pay for your licensing fee by credit card please complete the sections below. Cards accepted are VISA, MASTERCARD and DISCOVER.

DISCOVER CARDS ONLY -- There is a 2.5% fee for all DISCOVER charges. If paying for an initial $500.00 license your fee would be $12.50. If paying for a renewal $250.00 license your fee would be $6.25.

Card Type: ☐ VISA ☐ Mastercard ☐ DISCOVER

Card Number:	Expiration Date (Month/Year)	Credit Card Code (3 or 4-digit code on the card)
Card Holders Name As It Appears On Card		Phone Number
Billing Address of Card City		
City	State	Zip

Total Amount To Be Charged To Card	
☐ $500.00	☐ $512.50 (Discover Cards Only)
☐ $250.00	☐ $256.25 (Discover Cards Only)

Please provide e-mail address to receive receipt via email: _____

_____ Card Holders Signature

_____ Date