

X-ray Registration Fact Sheet

Kansas Department of Health and Environment (KDHE)

- **New X-ray device?**

Within 30 days, register your device with KDHE

Certificate of Registration will be mailed to facility for display

- **Annual Registration**

Submit annual registration paperwork and fee by March 31 of each year

- **Moving?**

Notify KDHE in writing within 30 days if you change the location where you use your registered x-ray equipment

- **Removal of X-ray**

Notify KDHE in writing within 30 days if you remove your X-ray device from the registered facility, through transfer, sale, donation, trade-out, etc.

- **Temporary Locations**

If an X-ray device is brought into Kansas on a temporary basis, for less than 30 days in a period of 12 consecutive months, reciprocity is required to be requested and the annual fee paid.

- **Help?**

Visit the KDHE website at <http://www.kdheks.gov/radiation/indexXray.html> or contact Pam Watson at pwatson@kdheks.gov or 785-296-3414.