

RADIATION PROTECTION SECTION



Division of Health Service Regulation • N.C. Department of Health and Human Services

Radioactive Materials Branch Reciprocal Licensing Guidance

Reciprocal Recognition of Agreement State or NRC Licenses

To apply for reciprocity, the following information **MUST** be submitted to the agency for review:

- 1) A letter requesting reciprocity (include any previous N.C. Reciprocal License number if this is a re-application for reciprocity)
- 2) The most current copy of your radioactive materials license;
- 3) Training verification for all users of radioactive material for those users not listed on your license;
- 4) Certificate of Authority to transact business in North Carolina. This is available through the Corporate Information Section of the N. C. Secretary of State's Office (call 919.807.2225 or visit their website) AND
- 5) A SEPARATE certified check or money order (made payable to the Radiation Protection Section) in the amount listed in the link below for the category of license you currently hold in YOUR state.
- 6) The full fee amount must be submitted with applications from January 1 to June 30. Half of the listed fee must be submitted with applications from July 1 to December 31.

[List of License Fees by License Type](#)

NOTES:

- 1) For **OVERNIGHT DELIVERY**, send information to: 5505 Creedmoor Road, Suite 100, Raleigh, NC 27612. For **STANDARD POST** delivery, send information to: 1645 Mail Service Center, Raleigh, NC 27699-1645.
- 2) If your proposed licensed activities do not match one of the categories above, please call or leave a message for the Reciprocity Licensing Coordinator at 919.814.2306.
- 3) Once reciprocity has been granted, you **MUST** notify the agency at least **THREE (3) DAYS** before entering the state to perform work.

Additional Forms and Guidance

[North Carolina Regulations for Protection Against Radiation](#)

[Radiographic and Reciprocity Location report](#)

[Agency form "Notice to Employees" \(NOTE: 8½" by 14" LANDSCAPE FORMAT\)](#)

[Notice to Employees \(EN ESPAÑOL\) \(NOTE: 8½" by 14" LANDSCAPE FORMAT\)](#)

[Emergency Information](#)

NRC Part 37 <http://www.nrc.gov/reading-rm/doc-collections/cfr/part037/>