



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) 559-4246  
Email: [KDHE.lead@ks.gov](mailto:KDHE.lead@ks.gov)  
Website: [www.kshealthyhomes.org](http://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](http://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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 Healthy Homes & Lead Hazard Prevention Program  
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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

<input type="checkbox"/> Initial or Previous Expired License \$500	Previous License Number	
<input type="checkbox"/> Initial or Previous Expired License Fee Exemption	Previous License Number	
<input type="checkbox"/> Renewal License \$250	Current License Number	
<input type="checkbox"/> 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		
<input type="checkbox"/> Lead Abatement	<input type="checkbox"/> EBL Inspections	<input type="checkbox"/> Project Designs
<input type="checkbox"/> Risk Assessment	<input type="checkbox"/> Lead Inspections	<input type="checkbox"/> Training Provider
<input type="checkbox"/> 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

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### 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	State	Zip

Total Amount To Be Charged To Card	
<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$512.50 (Discover Cards Only)
<input type="checkbox"/> \$250.00	<input type="checkbox"/> \$256.25 (Discover Cards Only)

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

\_\_\_\_\_

Card Holders Signature

\_\_\_\_\_

Date