



# Application and Instructions for Firms Applying for Certification to Conduct Lead-Based Paint Activities

Form Approved OMB No. 2070-0155 Expires 09/31/04

## APPLICATION FOR FIRMS TO CONDUCT LEAD-BASED PAINT ACTIVITIES

Form Approved OMB No. 2070-0155 Expires 09/31/04

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**Important:** This application form is a substitute for the letter required by 40 CFR §745.226(f)(2). Consult the Instructions for Firms Applying for Certification to Conduct Lead-Based Paint Activities and the official requirements reprinted there to complete this form. Persons seeking individual certification should use the Application for Individuals instead of this form. Please fill out all sections. Type or print responses in black or blue ink only.

**A. General Information**

Select one of the following application types:

- Initial certification application
- Re-certification application
- Adding additional jurisdiction(s) to certification/amending certification
- Replacement of a certificate

The fee you must pay depends on the number of EPA-run jurisdiction(s) in which you plan to conduct lead-based paint activities. A firm does not receive certification by discipline and your fee is not affected by the number of disciplines you select. See the fees schedule in the instruction booklet to determine your fee. The total fee listed below should include fees calculated on any additional sheets.

**Official Use Only**

For information on EPA and other lead programs, see: <http://www.epa.gov/lead>

Check here to be listed on EPA's web site for:

- Evaluation (inspection, risk assessment, clearance)
- Lead Abatement

Fee: \$ \_\_\_\_\_  
Fee: \$ \_\_\_\_\_  
Total Fee: \$ \_\_\_\_\_

**B. Applicant Information**

Name of Firm: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Business Address: \_\_\_\_\_ Street Address, Suite Number (Please no P.O. Box) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Name of Attesting Individual: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ ext. \_\_\_\_\_  
Firm's Phone #: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ Attesting Individual's Phone #: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_  
Attesting Individual's E-mail Address: \_\_\_\_\_

**C. Professional Certifications**

Does the firm hold current permits, licenses, certifications, or registrations in the lead-based paint activity field in any state, U.S. territory, or Indian tribal land?  Yes  No

If yes, please fill in the following blanks, one line for each permit, license, certification, or registration held. Attach additional sheets of paper, as necessary. For more information, refer to the official requirements (40 CFR §745.226(f)) reprinted in the instruction booklet.

Discipline in which certification held	State, U.S. territory, or Indian tribal land(s) name	Certification/Identification Number	Date received
_____	_____	_____	_____
_____	_____	_____	_____

**D. Lead-Based Paint Activity Violations**

Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land(s) regulations?  Yes  No

If yes, please attach a written explanation.

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U.S. ENVIRONMENTAL PROTECTION AGENCY

**APPLICATION FOR FIRMS**  
TO CONDUCT LEAD-BASED PAINT ACTIVITIES

**Important:** This application form is a substitute for the letter required by 40 CFR §745.226(f)(2). Consult the instructions for firms applying for certification to conduct lead-based paint activities. Persons seeking individual certification should use the *Application for Individuals* instead of this form. **Please fill out all sections. Type or print responses in black or blue ink only.**

**A. General Information**

Select one of the following application types:

- Initial certification application
- Re-certification application
- Adding jurisdiction(s) to certification/amending certification
- Replacement of a certificate

The fee you must pay depends on the number of EPA-run jurisdiction(s) in which you plan to conduct lead-based paint activities. A firm does not receive certification by discipline and your fee is not affected by the number of disciplines you select. See the fees schedule in the instructions to determine your fee. The total fee listed below should include fees calculated on any additional sheets.

1<sup>st</sup> EPA-run jurisdiction (pay base certification fee only): \_\_\_\_\_  
(See the definition of EPA-run jurisdiction(s) and the fee example in the instructions.  
For current listing of EPA-run jurisdictions, see [www.epa.gov/lead](http://www.epa.gov/lead) or call 1-800-424-LEAD.)

Fee: \$ \_\_\_\_\_

Each additional EPA-run jurisdiction: \_\_\_\_\_  
(List on additional sheets of paper and attach, as necessary. \$35 per jurisdiction)

Fee: \$ \_\_\_\_\_

**Total Fee: \$ \_\_\_\_\_**

Official Use Only

**For information on EPA and other lead programs, see: <http://www.epa.gov/lead>**

*Check here to be listed on EPA's web site for*

- Evaluation (inspection, risk assessment, clearance)
- Lead Abatement

**B. Applicant Information**

Name of Firm: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address, Suite Number (Please no P.O. Box) City State Zip Code

Mailing Address: \_\_\_\_\_  
(if different from above) Address City State Zip Code

Name of Attesting Individual: \_\_\_\_\_  
Last First Middle

Firm's Phone #:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_ Attesting Individual's Phone #:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_

Attesting Individual's E-mail Address: \_\_\_\_\_

**C. Professional Certifications**

Does the firm hold current permits, licenses, certifications, or registrations in the lead-based paint activity field in any state, U.S. territory, or Indian tribal land?  Yes  No

**If yes**, please fill in the following blanks, one line for each permit, license, certification, or registration held. Attach additional sheets of paper, as necessary.

_____	_____	_____	_____
Type of certification held	State, U.S. territory, or Indian tribal land(s) name	Certification/Identification Number	Date received
_____	_____	_____	_____
Type of certification held	State, U.S. territory, or Indian tribal land(s) name	Certification/Identification Number	Date received

**D. Lead-Based Paint Activity Violations**

Does the firm have any past, present, or pending lead-based paint activity violations of EPA, state, U.S. territory, or Indian tribal land(s) regulations?  Yes  No

**If yes**, please attach a written explanation.

**E. Certification Statement**

Fill in the blanks in the following statement as indicated.

\_\_\_\_\_ attests that \_\_\_\_\_  
Name of Attesting Individual Name of Firm

shall only employ appropriately certified individuals to conduct lead-based paint activities.

\_\_\_\_\_ and its employees shall follow the work practice standards  
Name of Firm  
in 40 CFR § 745.227 for conducting lead-based paint activities at all times.

Privacy Act Statement: This statement is provided pursuant to the Privacy Act of 1974, 5 U.S.C. §552a. The authority for collecting this information is 40 C.F.R. Part 745, and 15 U.S.C. §§2682 and 2684. The information collected on this form will be used to establish the applicant's eligibility for certification to conduct lead-based paint activities in target housing and child-occupied facilities. Disclosure of this information is voluntary, however, the failure to provide this information may delay or prevent an applicant's certification. This information may be disclosed in appropriate and limited circumstances to: EPA employees, contractors, grantees or others when performing duties that are compatible with the purpose for which this information is collected and when this information is necessary to complete the task; a member of Congress in response to a request made with your consent and on your behalf; to appropriate law enforcement agencies responsible for investigating, enforcing, prosecuting or implementing specific statutes, codes or regulations and this information is relevant to that responsibility; an appropriate adjudicative body when such disclosure is compatible with the purpose for which this information is collected and the EPA or the United States has an interest in the proceeding; and the Department of the Treasury, the General Services Administration, the General Accounting Office and other Federal, State, and Local Agencies for authorized activities related to this information.

I hereby attest and affirm that the information included on this application, including any attachments, is true and accurate to the best of my belief and knowledge. I acknowledge that any certification issued pursuant to this application, including any attachments, will be subject to revocation if issuance was based on incorrect or inadequate information that materially affected the decision to issue the certification.

\_\_\_\_\_

Attesting Individual's Signature  
(Please sign legibly within the boundaries of the box above.)

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Attesting Individual's Title (please print)

**Before you mail your application and certification fee, make sure that you have:**

- Filled out all applicable sections of the application
- Signed and dated the application
- Made a copy of your application for your files
- Enclosed the appropriate certification fees (check or money order)
- Printed "Lead Program User Fees" on the check or money order

For more information, see the fees section in the instructions

**Mail original completed application, supporting materials, and the certification fee to:**

U.S. EPA  
Lead Program User Fees  
P.O. Box 360277M  
Pittsburgh, PA 15251

## **INSTRUCTIONS FOR FIRMS APPLYING FOR CERTIFICATION TO CONDUCT LEAD-BASED PAINT ACTIVITIES**

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Firms must apply to the U.S. Environmental Protection Agency (EPA) to be certified or re-certified to perform or offer to perform lead-based paint activities in states, U.S. territories, and all Indian tribal land(s) in any one EPA Region where EPA implements the lead-based paint certification program. If EPA does not administer the certification program in an area where a firm wishes to work, the firm must apply directly to that state, territory, or Indian tribe for certification.

These instructions supplement EPA form 8500-27 (Rev 09/04), *Application for Firms to Conduct Lead-Based Paint Activities*. Please note that you must use a separate form for each application type.

### **How to Apply for Initial Certification**

Firms can submit their application and payment on-line or by mail. To apply for certification as a firm, you must:

- To submit an application on-line, go to the following website (<http://cdx.epa.gov>) and follow the instructions for applying on-line.
- To submit your application to EPA by mail:
  - Complete, sign, and date EPA form 8500-27 (Rev 09/04). The form can be filled out by hand or by using a fillable form on your computer (<http://www.epa.gov/lead/firmapp.pdf>).
  - Calculate the appropriate fee using the fees schedule listed on the inside front cover.
  - Print “*Lead Program User Fees*” on the check or money order for the fee and mail it with your application to the following address:

U.S. EPA  
Lead Program User Fees  
P.O. Box 360277M  
Pittsburgh, PA 15251

### **How to Apply for Re-certification**

Firms must be re-certified every three (3) years. To ensure that your firm will be re-certified before its current certification expires, you should submit a re-certification application well before the expiration date. If you apply after your certification expires, you must pay the full initial certification fee. For re-certification, complete all sections of the application and follow the mailing instructions described in the “Initial Certification” section of these instructions.

### **Amended Application**

Amended applications must be sent to the following address:

U.S. EPA  
P.O. Box 14417  
Washington, DC 20044-4417

## Replacement of a Certificate

To replace a certificate, complete only sections A (General Information), B (Applicant Information), and E (Certification Statement) of the application and follow the mailing instructions described in the "Initial Certification" section of these instructions.

## Incomplete Application

If your application is incomplete, EPA will not process your application. If any components of your application are missing, your application will become inactive for a period not to exceed 30 days until the application is made complete. If you do not complete your application, EPA will return the application package. You may apply again with a complete package. Please call 1-800-424-LEAD to see if your application is complete.

## Firms Completing Applications for Individuals

If the firm is assisting in completing applications for individuals who are applying for certification, please be aware of the following:

- Individual must have an address and phone number different from the firm's.
- Individual must sign and date the application.
- Individual's name, social security number, and discipline should appear on the front of the application fee payment (check or money order), even if it is hand-written, if the firm pays for the individual.
- EPA forwards all correspondence to individuals who have signed the application attesting to their willingness to comply with the work practice standards found at 40 CFR §745.227.
- EPA forwards copies of the individual's approval letter and certificate to the firm upon written request of the applicant; however, the approval letter, identification badge, and certificate remain the property of the individual.

## Fees

The fee for applying for certification, re-certification, and other requests is listed in the following schedule. It is important that you:

- Calculate fee based on the number of EPA-run jurisdiction(s) in which you plan to operate (the number of disciplines you select does not affect your fee).
- Write your total fee amount in section A of the application, even if you attach additional sheets of paper listing additional EPA-run jurisdictions.
- Make the check or money order payable to **U.S. Environmental Protection Agency**. Other methods of payment include wire transfer, electronic funds transfer, and, for government payers only, on-line payment agency collection (OPAC).

## Fees Schedule

Description	Fee
Certification	\$540
Certification Renewal [every 3 years, see 40 CFR 745.226(f)(7) for details]	\$430
Multi-jurisdictional Certification Fee*	\$35 for each additional EPA-run jurisdiction**
Replacement Certificate	\$15

\*Multi-jurisdictional certification applies to an applicant applying in more than one EPA-run jurisdiction.

\*\*An EPA-run jurisdiction includes an EPA-run state, a U.S. territory, or all Indian tribal land(s) in any one EPA Region. (For current listing of EPA-run jurisdictions, see [www.epa.gov/lead](http://www.epa.gov/lead) or call 1-800-424-LEAD.)

### Fee Example

If your firm is applying for initial certification in two states and all Indian tribal land(s) in any one EPA Region, your firm is required to pay \$610:

Initial firm certification fee	\$ 540
One additional state fee*	\$ 35
All Indian tribes in one EPA Region fee*	\$ 35
<b>Total Amount Due:</b>	<b>\$ 610</b>

\*Each certification request includes the fee for one EPA-run jurisdiction.

## EPA's Certification Fees Refund Policy

Firms having submitted an application and associated fees for certification or re-certification who wish to withdraw their application prior to Agency approval will receive a fee refund based upon the schedule listed below. **Firms who request a refund more than 10 days after the Agency receives the application will not receive a 100 percent refund.**

Number of Days Following Agency Receipt of Application	Percent Reimbursable (based upon total fees submitted)
up to 10 days	100%
11 to 60 days	75%
61 to 120 days	50%
121 or more days	25%

**Note:** Refunds will only be made after EPA verifies fee receipt and deposit by the U.S. Treasury.

Firms must notify the Agency in writing in order to qualify for a refund. The date of withdrawal is the date on which the Agency received the withdrawal notification.

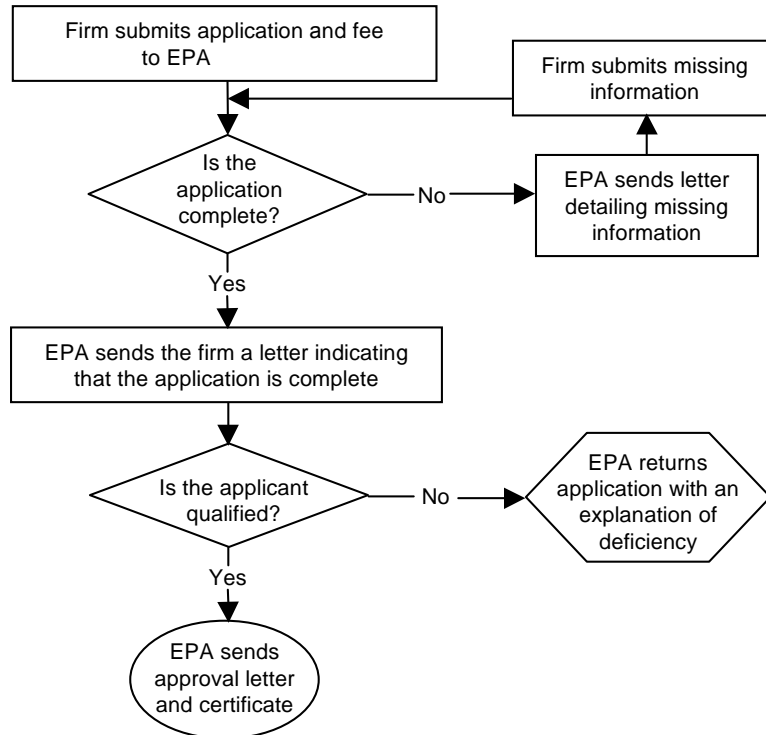
EPA will not refund fees after granting a firm certification or re-certification. If your application is disapproved, EPA will not refund fees.

Refunds are not available for replacing a certificate.



## Application Process for Firm Certification

EPA processes applications on a first-come, first-served basis. The following flowchart depicts the application process for firm certification. EPA has up to 90 days after receiving a complete request for certification to approve or disapprove the application.



**Paperwork Reduction Act Notice:** The annual public burden for this collection of information is estimated to be 7.5 hours for firms, including the time needed for reading the instructions and completing the necessary information contained in this form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to: Director, Collection Strategies Division, Office of Environmental Information (OEI), U.S. Environmental Protection Agency (Mail Code 2822), 1200 Pennsylvania Avenue, N.W., Washington, D.C. 20460. Include OMB number 2070-0155 in any correspondence. Do not send the completed form or requested information to this address. The actual information or form should be submitted in accordance with the instructions accompanying the form, or as specified in the corresponding regulations.