

Vermont Department of Health Radioactive Materials Program

ATTACHMENT 1.2-2

License Renewal Letter



[DATE]

{LICENSEE NAME}
{CONTACT NAME, TITLE}
{ADDRESS}
{CITY, STATE, ZIP CODE}

SUBJECT: NOTIFICATION TO RENEW VERMONT AGREEMENT STATE LICENSE

Dear {SALUTATION, LAST NAME}:

Your Vermont Radioactive Materials License No. {LICENSE NO.} expires on {DATE}.

If you wish to renew, please submit a new application with Department Form 313. It must include any and all information or documents previously submitted with the original application and any amendments. Please consult the Department if you wish to reference previously submitted information. Your license will be amended in its entirety utilizing the latest wording on the conditions of your license. These actions should help keep your license as complete and up-to-date as possible.

Enclosed is a link to the Nuclear Regulatory Commission Regulatory Guide (NUREG-1556) that you should utilize in preparing the application. All items in the guide must be addressed.
<https://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>

Please complete the application, retain a copy, and submit all renewal requests to the following address:

**Vermont Department of Health
Radioactive Materials Program
108 Cherry Street PO Box 70
Burlington VT 05402-0070**

If your application is submitted at least 30 days before the license expiration date, your license will remain in effect until the application has been finally determined by the Vermont Department of Health. You will be sent a Timely Renewal letter stating this.

If you have any questions concerning your license or the renewal process, please contact {NAME} at the Department at {PHONE NUMBER} or {email address}.

Sincerely,

{NAME}

Radioactive Materials Program Manager

Enclosure: Copy of License to be Renewed

Link to NUREG 1556 Series of Licensing Guidance:

<https://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>