

PLEASE RETURN THE COMPLETE APPLICATION PACKAGE TO:



Government of the District of Columbia  
District Department of the Environment  
Compliance & Enforcement Branch  
1200 First Street, N.E., 5<sup>th</sup> Floor, Washington, D.C. 20002  
202-535-1934 Fax 202-481-3770

**DDOE APPLICATION FOR LEAD-BASED PAINT  
CERTIFICATION FORM  
BUSINESS ENTITY**

Updated July 2013

<b>FOR OFFICE USE ONLY</b>	
Date Received:	_____
Amount Received:	_____
Check #:	_____
Application Approved: Yes/No	
Certification #:	_____
Exp. Date:	_____
Authorized Signature: _____	
Date Processed:	_____

**I. APPLICATION STATUS (Check only one) Business Entity \$300.00/5yr**  
**\*Make check/money order payable to D.C. Treasurer**  
**Returned Check Fee: \$65.00 Replacement ID Card fee: \$25.00**

1. NEW/INITIAL APPLICATION                      RENEWAL                      D.C. Certification No.: \_\_\_\_\_                      D.C. Certification Expiration Date: \_\_\_\_\_

**II. BUSINESS INFORMATION                      PLEASE PRINT CLEARLY**

2. BUSINESS NAME \_\_\_\_\_

3. FEDERAL EMPLOYER TAX IDENTIFICATION NUMBER \_\_\_\_\_

4. STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

5. TELEPHONE NUMBERS                      TELEPHONE                      FACSIMILE                      BEEPER/PAGER/CELLULAR

6. E-MAIL ADDRESS \_\_\_\_\_

7. CAN DDOE LIST YOUR BUSINESS NAME, CITY, STATE, CERTIFICATION NUMBER, EXPIRATION DATE AND CERTIFICATION TYPE ON OUR WEBSITE AS CERTIFIED AND WORKING IN D.C.? Yes                      No

8. TYPE OF BUSINESS (select only one)

Sole Proprietorship	Association	Government Agency
General Partnership	Professional Corporation	Federal
Limited Partnership	Limited liability Company	District
Corporation	Non Profit	

9. TYPES OF LEAD-BASED PAINT AND RELATED ACTIVITIES CONDUCTED BY YOUR BUSINESS (should reconcile with your type of business work):

Abatement	Inspections	Project Designs	Clearance Testing
Demolition	Risk Assessments	Renovation/Remodeling	Other _____

Specify

DDOE APPLICATION BY BUSINESS ENTITY FOR LEAD-BASED PAINT CERTIFICATION - FORM

10. For those using an X-RAY FLUORESCENCE ANALYZER (XRF), the District of Columbia is not an agreement jurisdiction with the Nuclear Regulatory Commission (NRC). Contact NRC before conducting work in the District of Columbia. WILL YOU USE AN X-RAY FLUORESCENCE ANALYZER (XRF)?  
Yes \_\_\_\_\_ No \_\_\_\_\_

IF YOU INDICATED NO ABOVE AND DECIDE TO USE AN XRF LATER, YOU MUST NOTIFY DDOE PRIOR TO USAGE. FAILURE TO CONTACT THIS OFFICE MAY RESULT IN ENFORCEMENT ACTIONS. ADDITIONALLY, DDOE WILL REFER ANY KNOWN VIOLATORS TO NRC.

11. NAME AND TITLE OF COMPANY OFFICIALS

_____ NAME	_____ TITLE	_____ NAME	_____ TITLE
_____ NAME	_____ TITLE	_____ NAME	_____ TITLE

12. Has any federal, state or local jurisdiction ever revoked, suspended, modified, or proposed to revoke, suspend, or modify any permit, license, certification or approval your company has held or currently holds, or has any penalty or fine been assessed against your company or business for failure to comply with the laws and regulations governing lead-based paint activities?

NO YES If you answered "YES" to the above question, you MUST provide a detailed statement to fully explain the circumstance. This statement then must be attached to this application.

13. EACH business must be registered with DCRA's Corporations Division, registered with the Office of Tax Revenue and licensed under the Basic Business License program with DCRA. Contact DCRA at (202)442-4400 or visit <http://dcra.dc.gov/dcra/site/default.asp> for more information. Proof of the DCRA Basic Business License or exemption must be attached to this application.

14. Attach a copy of certification for each employee and subcontractor to demonstrate that you've met the requirements of 20 DCMR § 3311.2

15. Attach proof of current general liability insurance including environmental liability in an amount sufficient to cover the lead-based paint activity. The liability insurance must include pollution and/or lead abatement liability insurance if you plan to conduct lead abatement activities. By submitting this you are confirming that your coverage includes Lead-Based Paint Activities.

16. AFFIDAVIT

The information that I have provided in this "DDOE Application for Lead-Based Paint Certification Form" is true, accurate, and complete to the best of my knowledge. I certify that I am authorized to sign this application on behalf of the persons listed in this application as the owners, partners, shareholders, officers, and directors of the company applying for certification. I understand that my application is subject to verification, and I agree to provide any additional documentation required to review it. I also understand that outside sources may be contacted for purposes of verifying the information contained in this application, and I hereby give permission for the disclosure of any information that may be needed to determine the validity of the information that I have provided and/or to determine to eligibility for certification. I understand that failure to provide full disclosure of any requested information that may be needed to determine the validity of this application or eligibility for certification may result in the rejection of this application. I also understand that completion of this application does not guarantee certification in the District of Columbia. Further, I understand that if the Department finds that I have made a false statement or misrepresentation material to the issuance, modification, or renewal of a certification, the Department may, after notice and opportunity for hearing, suspend, revoke, modify, or refuse to issue, renew, or restore a certification. The Department may also seek to impose administrative, civil, or criminal penalties under D.C. Law-221. Finally, I understand that under D.C. Official Code § 22-2405, any person convicted of making false statements shall be fined not more than \$1,000, or imprisoned for not more than 180 days, or both. A person commits the offense of making false statements if that person willfully makes a false statement that is in fact material, in writing directly or indirectly to any instrumentality of the District of Columbia Government, under circumstances in which the statement could reasonably be expected to be relied upon as true.

\_\_\_\_\_  
Signature of Attesting Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **DDOE REGULATIONS ESTABLISHING REQUIREMENTS FOR BUSINESS ENTITIES AND FIRMS**

### **20 DCMR § 3311 CERTIFICATION OF BUSINESS ENTITIES PERFORMING LEAD-BASED PAINT ACTIVITIES AND OF FIRMS CONDUCTING RENOVATION ACTIVITIES**

20 DCMR § 3311.1 To become certified, a business entity or a firm shall comply with all applicable requirements of this section before any employee or sub-contractor of the business entity or firm may conduct a lead-based paint activity, clearance examination, or renovation in a dwelling unit or child-occupied facility built before 1978.

20 DCMR § 3311.2 The business entity or firm shall be responsible for ensuring that each employee and subcontractor of the business entity conducting a lead-based paint activity, clearance examination, or renovation for the entity, is:

- (a) Certified pursuant to §§ 3307 or 3308;
- (b) In compliance with the provisions of §§ 3302, 3304 and 3310; and
- (c) In compliance with all applicable federal and District laws, regulations, and rules governing the disposal of all waste containing lead.

20 DCMR § 3311.3 An entity applying for certification as a business that conducts lead-based paint activities or as a firm that conducts renovation activities in the District of Columbia shall:

- (a) Document that the entity has a valid DCRA license, if required, to do business in the District;
- (b) Submit documentation to DDOE that proves that the entity has liability insurance for at least one million dollars (\$1,000,000), which the entity shall maintain for the entire period of the DDOE business entity certification;
- (c) Execute a District of Columbia Clean Hands Self-Certification Form stating that paragraph (c) above has been met; and
- (d) Pay the applicable certification fee required under § 3322.

20 DCMR § 3311.4 The business entity or firm shall comply with the recordkeeping requirements of D.C. Official Code § 8-231.01 *et seq.*

20 DCMR § 3311.5 A business entity or firm's certification shall expire after five (5) years.



**Government of the District of Columbia  
District Department of the Environment  
Lead and Healthy Housing  
Compliance & Enforcement Branch**

**CLEAN HANDS SELF-CERTIFICATION FORM**

TO THE APPLICANT: Please read this form carefully and completely before signing. The District Government shall not issue or reissue any license or permit if the applicant owes it more than \$100 in outstanding debt. A false statement on this certification requires that the District Department of the Environment (DDOE), proceed immediately to revoke the certification, accreditation and/or permit or renewal for which you are now applying and fine you \$1,000. This certification form is required to be completed and submitted with any application for a certification, accreditation and/or permit or renewal by the Clean Hands Before Receiving a License or Permit Act of 1996, effective May 11, 1996 (DC Law 11-118, DC Official Code Sec. 47-2861 et seq.) as amended, effective October 21, 2000 (DC Law 13-183, sec. 2(b), DC Code sec. 47-2861 et. seq.).

I, \_\_\_\_\_, as \_\_\_\_\_ certify that \_\_\_\_\_  
(Name) (Owner/Partner/Corporate Officer) (Business Name)  
trading as \_\_\_\_\_ at \_\_\_\_\_ using business tax number \_\_\_\_\_,  
(Trade Name) (Business Address) (FEIN/SSN)

As of the date, does not owe more than more than one hundred dollars (\$100) in outstanding debt to the District of Columbia government as a result of:

1. Fines, penalties, or interest assessed pursuant to the Lead-Hazard Prevention and Elimination Act of 2008, effective March 31, 2009 as amended (DC Law 17-381; D.C. Official Code § 8-231.01 *et seq* (2013 Supp.)); or
2. Fines, penalties, or interest assessed pursuant to the Litter Control Administration Action of 1985, effective March 25, 1986, (DC Law 6-100; DC Code Sec. 8-801 (et seq.) (2001 ed.); or
3. Fines, penalties, or interest assessed pursuant to the Illegal Dumping Enforcement Act of 1994, effective May 20, 1994 (DC Law 10-117; DC Code Sec. 8-901 (et seq.) (2001 ed.); or
4. Fines, penalties, or interest assessed pursuant to the Department of Consumer and Regulatory Affairs (DCRA) Civil Infraction Act of 1985, effective October 5, 1985 (DC Law 6-42; DC Code Sec. 2-1801.01 (et. seq.) (2001 ed.); or
5. Past Due Taxes owed to the Office of Tax and Revenue pursuant to Title 47 of the DC Code; or
6. Past due District of Columbia Water and Sewer Authority service fees pursuant to Title 34 Chapter 22 and 24 of the DC Code (2001 ed.); or
7. Fines, penalties or interest assessed pursuant to Traffic Adjudication Act, Title 50, Chapter 23, of the DC Code (2001 ed.)

I understand that a signed and dated *Clean Hands Self-Certification Form* is required as documentation to accompany my application for a certification, accreditation and/or permit or renewal. I understand that by completing and submitting this form, I am not guaranteed that my certification, accreditation and/or permit or renewal will be approved.

I understand that the District Department of the Environment (DDOE) and/or the Department of Consumer and Regulatory Affairs (DCRA) may conduct an investigation to ascertain the veracity of the information contained in this *Clean Hands Self-Certification Form*.

I understand that if I knowingly provide false information on this Clean Hands Self-Certification Form, DDOE will proceed immediately to revoke each certification, accreditation and/or permit or renewal for which I am applying, and to fine me one thousand dollars (\$1,000).

\_\_\_\_\_  
**SIGNATURE OF APPLICANT and TITLE**

\_\_\_\_\_  
**FEN/SSN**

\_\_\_\_\_  
**DATE**