

## Applying for Your Temporary Limited X-Ray Machine Operator License:

1. Download [Temporary Limited X-Ray Machine Operator License Application](#)
2. Complete application, assure that each question is answered, each section is complete and that the application is signed and dated. Mail complete application to address listed at top of application; at this time, there is not a process for submitting the application electronically.
3. Please provide information about the educational program where you received your education. Your program director must complete and sign the portion under Educational Information on page 2 if you are applying prior to receiving your diploma or final transcripts. Although you may submit the application prior to graduation, your temporary license will NOT be issued until your degree or certificate has been conferred. Please plan accordingly if you have a prospective employer.
4. Page 3 of application lists the documents required to be submitted with application:
  - A copy of your government issued photo identification; applicants may submit a legible copy of their current driver's license, US Passport, or any other government issued photo ID.
  - Results of criminal background check completed within six (6) months of the application; as part of the application process, you will need to submit a criminal background report for any state that you have lived in or worked in within the past five (5) years. A nationwide criminal background check would also meet requirements. Please note, results that only provide county or city background check will not suffice. The Board does not have specific requirements as to where you obtain the background check. If you have a prospective employer in Kentucky or are working with a travel agency, they may be able to provide you with the background report.

If you have only lived/worked in Kentucky in the past 5 years, you may obtain a Kentucky background check through [Kentucky Court of Justice](#) or [Kentucky State Police](#).

At this time, the Board does not have an agreement with IdentoGO; and, therefore, cannot retrieve reports from this organization.
  - Check or money order written to the Kentucky State Treasurer for temporary license and application fee (\$100).
5. A few reminders to avoid any delays in processing:
  - **IF YOUR NAME IS DIFFERENT** on any of the information you submit, include legal documentation of the reason for name change (i.e. marriage license/certificate, divorce decree, legal name change document, etc)
  - **DO NOT** staple application documents
  - **ONLY** submit documents that are printed single side on 8 ½ x 11 paper, not front/back
  - **PLEASE** submit documents in a large manila envelope, avoiding folding documents
  - **DO NOT** fold each paper individually
  - **ASSURE** your form of payment (check or money order) is included
6. Once a complete application is received by KBMIRT office, processing may take up to two (2) weeks from date on which your degree or certificate is conferred, although, under certain circumstances, processing can take longer. Applications are processed in the order in which they are received; there is no process for expediting an application.
7. In accordance with 201 KAR 46:081, an individual shall successfully pass the Kentucky Limited Scope exam within one (1) calendar year of program completion and prior to the expiration date of the temporary license. Download the [exam application and instructions](#) for additional details.

**THE SUBMISSION OF AN APPLICATION TO PRACTICE AS A LIMITED X-RAY MACHINE OPERATOR IN KENTUCKY DOES NOT AUTHORIZE YOU TO PRACTICE; YOU MUST HOLD A CURRENT AND ACTIVE RADIATION LICENSE PRIOR TO PRACTICING LIMITED X-RAY IN ACCORDANCE WITH [KRS CHAPTER 311B](#).**