

## Applying for Your Limited X-ray Machine Operator License:

1. Download [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 initial application electronically.
3. Page 3 of application lists the documents required to be submitted with application:
  - Verification of graduation from Limited X-ray Machine Operator Program; applicants may submit a copy of their diploma or transcripts.
  - A copy of your passing results from the Limited Scope Radiography Exam.
  - 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 Identigo; and, therefore, cannot retrieve reports from this organization.
  - Check or money order written to the Kentucky State Treasurer for license and application fee (\$100); if applying for more than one discipline, only one fee is required.
4. 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
5. Once a complete application is received by KBMIRT office, processing may take up to two (2) weeks, although, under certain circumstances, processing can take longer. It is best to apply for the license well ahead of employment start date. Applications are processed in the order in which they are received; there is no process for expediting an application.

**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](#).**