

Health Regulation and Licensing Administration

INSTRUCTION SHEET FOR HEARING AID APPLICANT

Registration of Hearing Aid Dealers is required pursuant to the District of Columbia Code, Title 28, Chapter 40.

Each person desiring to engage in the practice of fitting and selling hearing aids in the District of Columbia must obtain a certificate of registration from the Government of the District of Columbia, Department of Health. Applications may be obtained from and shall returned to:

**DOH – Pharmacy
P.O. Box 37803
Washington D.C. 20013**

Please read the instructions before completing the application form. Failure to provide all information may result in the delay of your registration. The application form must be typed or printed.

NAME AND BUSINESS ADDRESS OF APPLICANT

If an individual, list the name under which the applicant intends to conduct business on line 1.

If a partnership, list the name and business address of each member thereof, on lines 1 and 2, and the name under which the business is to be conducted on line 3.

If a corporation, list the name of the corporation on line 1 and the name and business address of each of the officers of the corporation under section 13 of the application. Enclose a copy of your current corporate registration. A letter of good standing is required for a corporation or a limited partnership doing business in the District of Columbia.

APPLICATION AND INITIAL REGISTRATION FEES

Each application shall be accompanied by an application fee of one hundred dollars (\$100.00). This fee is non-fundable.

Applicant will be notified to pay a one hundred dollars (\$100.00) Initial Registration Fee within ten (10) days of receipt of notice, if application is approved. A certificate of registration is valid for a period of one year.

In case of loss, mutilation or destruction of a certificate, a duplicate will be issued upon proof of facts and payment of a twenty-five dollars (\$25.00) duplicate certificate fee.

Submit check or money order made payable to the D.C. Treasurer.

RENEWAL

Ninety (90) days prior to expiration date, renewal application will be forwarded to each registrant.

The annual renewal fee is one hundred dollars (\$100.00).

Late renewals will be assessed an additional twenty-five dollar (25.00) fee.

MULTIPLE BUSINESSES

If a registrant maintains more than one place of business within the district, he or she shall apply for and procure a duplicate certificate for each place of business upon payment of a twenty-five dollar (\$25.00) fee for each duplicate certificate of registration.

All multiple business applications shall be indicated by writing the word DUPLICATE in the top right-hand corner of the application.

CHANGE OF ADDRESS

If a registrant has a business change of address, he or she shall notify Pharmaceutical Control within fifteen (15) days of the change on business letterhead.

CERTIFICATE OF REGISTRATION

The certificate of registration shall be conspicuously posted at all times in the place of the business of registrant.

Note: Corporation partnerships, trust, associations or other like organizations may fit, sell, offer for sale, hearing aids at retail without a certificate of registration, provided that a list of all individuals holding valid certificates of registration who are directly or indirectly employed by them, are filed annually with the Department.