

GEOS –Lead Firm Application (Initial or Renewal)

Note: Lead Firm Certificates expire 12 months from the date of issuance (\$350).

Step 1a: Things you will need to fill out this application:

- The fee payment for the application
- Disclosure Statement, required if you have had any prior enforcement action

Step 1b: Verify you have a GEOS account. If not, you must first create one. Follow the steps in the GEOS Account Creation User Guide.

Step 2: Create the Submittal (i.e. Application).

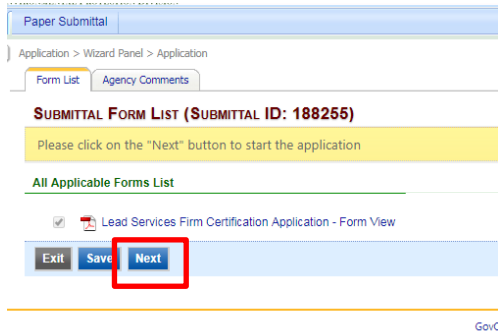
“Submittal” → “Start a New Submittal” → “Start” on the correct Application Type (i.e. Application for Lead Services Firm Certificate)

The screenshot displays the GEOS web application interface. At the top, the navigation bar includes 'My Dashboard', 'Submittal', and 'My Account'. The 'Submittal' menu is open, showing options like 'Start a New Submittal', 'My Favorite Submittals', 'Edit Pending Submittals', 'Submitted Submittals', 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', 'Link Paper Submission', and 'Search Public Submittal'. The main content area is titled 'Submittal Type List' and features a grid of application types. The 'Lead Firm' application type is highlighted with a red box, and its 'Start' button is also highlighted with a red box. Other application types include 'Lead NTP', 'Lead Discipline TP', 'Lead Individual', 'Individual (Spanish)', 'RRP Renovation Firm', 'RRP Renovator', 'Application for RRP Training Provider Accreditation', and 'Asbestos Contractor Agent Replacement Application'.

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Click “Next” button

Note: save your data entries at the end of each page before clicking the next button.



Paper Submittal

Application > Wizard Panel > Application

Form List Agency Comments

SUBMITTAL FORM LIST (SUBMITTAL ID: 188255)

Please click on the "Next" button to start the application

All Applicable Forms List

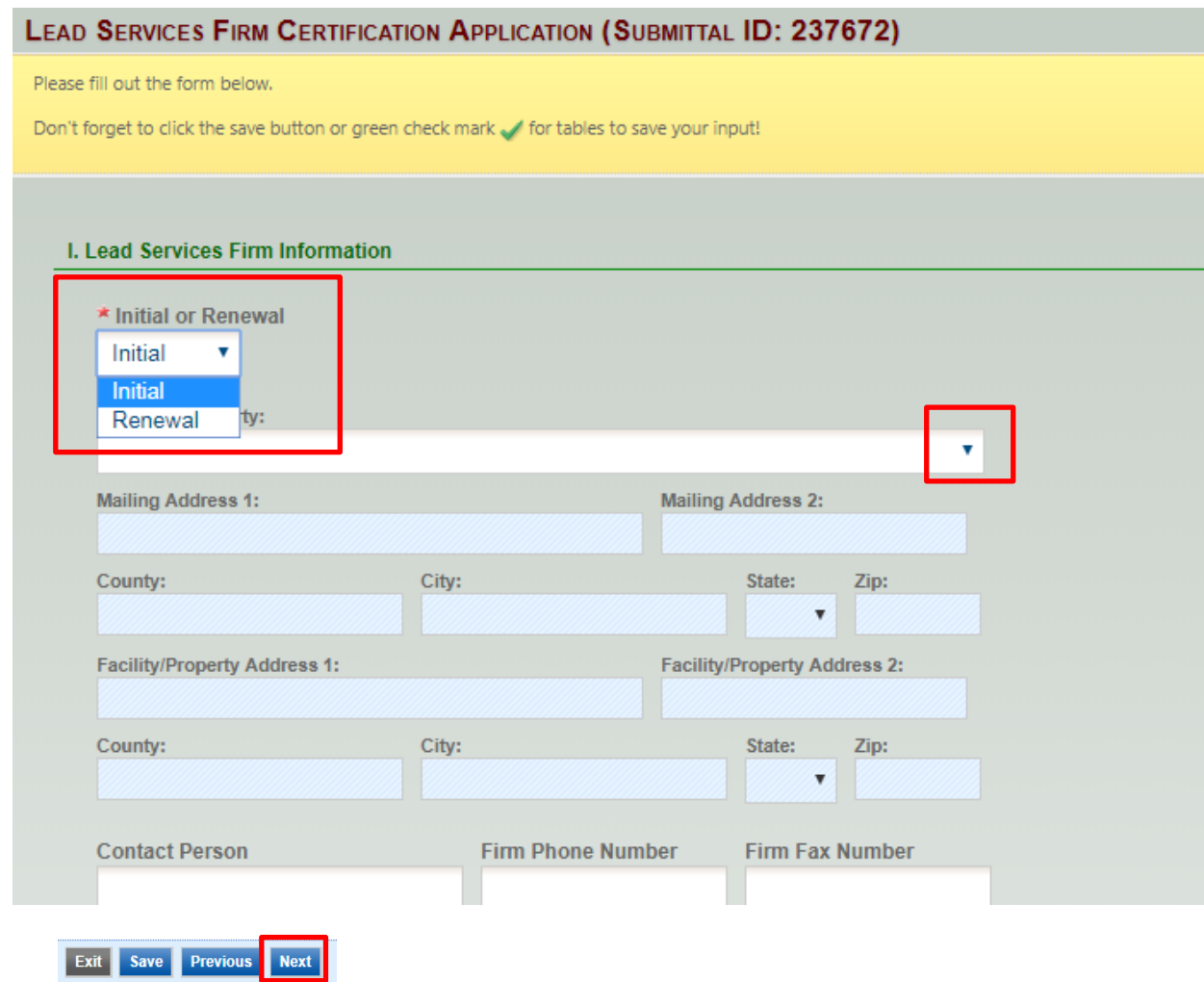
Lead Services Firm Certification Application - Form View

Exit Save **Next**

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Step 3: Fill out the application. This is just data entry.

Note: “Facility/ Property” is the Firm/ Company name and should appear in the drop down menu. Use dropdown menus when available.



LEAD SERVICES FIRM CERTIFICATION APPLICATION (SUBMITTAL ID: 237672)

Please fill out the form below.

Don't forget to click the save button or green check mark ✓ for tables to save your input!

I. Lead Services Firm Information

* Initial or Renewal

Initial Initial Renewal ty:

Mailing Address 1: Mailing Address 2:

County: City: State: Zip:

Facility/Property Address 1: Facility/Property Address 2:

County: City: State: Zip:

Contact Person Firm Phone Number Firm Fax Number

Exit Save Previous **Next**

Fill in all the required fields with data entry from form

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If there were supporting documents, such as a training certificate or a picture, upload here. If not, click “Next”

Paper Submittal

Application > Wizard Panel > Attachment

ATTACHMENT (SUBMITTAL ID: 188255)

To include your attachment(s), click on the “Upload” button and follow the instructions to upload.
“Upload” button can be clicked multiple times to attach multiple files under each category.

Attachment

The maximum file size allowed is 1MB. Please make sure the file you want to upload is smaller than 1MB.

Other Supporting Documents (Optional) Online Mail Other N/A

Exit Save Previous **Next**

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Note: Make sure you have green check marks on all needed attachments on the Validation Page.

Enter payment information.

PAYMENT (SUBMITTAL ID: 188272)

Select a payment method; provide the required information and then click on the NEXT button below.

Outstanding Balance

Lead Discipline Individual Application (View Fee Schedule)	\$150.00
1127_LeadDisciplineIndividual	
Lead Discipline Supervisor	\$150.00

Payment Method

Fee Amount:	\$150.00
Amount Due:	\$150.00
TOTAL PAYABLE:	\$150.00

Payment Method:

Check/Money Order/Coupon No.:

Comment:

Exit Previous **Next**

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click “Submit”

SUBMIT SUBMITTAL (APPLICATION ID: 188255)

Click on the check box below Certification of Submission if you agree with the terms of use described herein and then click on the SUBMIT button at the bottom of this page to complete your Submittal.

Disclaimer

The GEOS system, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. GA EPD and GEOS system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any such information.

Submit

Print Confirmation Page for your records.

ENVIRONMENTAL PROTECTION DIVISION

Paper Submittal

CONFIRMATION OF SUBMITTAL

1. Your application has been received and will be reviewed shortly.
 2. Check your account, email and text message for system notification at various mile stones.
- Thank you for using the GEOS system.

Please click [HERE](#) to print your receipt.

Submittal ID: **188272** (Please remember the Submittal ID for any future references.)

Submitted By:

Bill Smith
123 Main Street
Decatur, GA 30030
bsmith@xyz.com

Owner Info:

Bill Smith
123 Main Street
Decatur, GA 30030
bsmith@xyz.com

Facility / Property Name: N/A

Collected by:

paper submission

Form Detail

- Lead Discipline Individual Application

Attachment Detail

[Training Certificate \(Required\) -- Mail](#)

Now EPD must review your application and supporting documents. When it has been approved the Certificate of License will be available to you for printing from you GEOS Dashboard.