

## GEOS –RRP Firm Application (Initial or Renewal)

**Note: RRP Firm Certificates expire 12 months from the date of issuance (\$125) or 3 years from the date of issuance (\$300).**

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

- The fee payment for the application

### 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 Renovation Firm Certificate)

The screenshot displays the GEOS web application interface. At the top, there is a navigation bar with 'My Dashboard', 'Submittal', and 'My Account' tabs. The 'Submittal' tab is selected and highlighted with a red box. Below the navigation bar, there is a sidebar with various options like 'Open Submittals', '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 shows a 'Start a New Submittal' dropdown menu, which is also highlighted with a red box. This menu includes options like 'Start a New Submittal', 'My Favorite Submittals', 'Edit Pending Submittals', 'Track Submitted Submittals', 'Manage Permits/Certs.', 'Correspondence Msg', 'Email History', 'Link Paper Submission', and 'Search Public Submittal'. Below the dropdown menu, there is a 'Submittal Type List' section. This section contains a grid of application types, each with a 'Start' button. The 'RRP Renovation Firm' application type is highlighted with a red box around its 'Start' button. Other application types include 'Lead NTP', 'Lead Discipline TP', 'Lead Firm', 'Lead Individual', 'Individual (Spanish)', 'RRP Renovation Firm', 'RRP Renovator', 'Application for RRP Training Provider Accreditation', and 'Asbestos Agent Change'.

# GEOS –RRP Firm Application (Initial or Renewal)


Click “Next” button

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

## SUBMITTAL FORM LIST (SUBMITTAL ID: 237656)

Please click on the “Next” button to start the application

### All Applicable Forms List


 Application for Renovation Firm Certification - Form View

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

Note: Choose the “Discipline” for your Certificate. Also, if this is an Initial Certificate you will need the Third Party Exam date for application.

## APPLICATION FOR RENOVATION FIRM CERTIFICATION (SUBMITTAL ID: 237656)

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. Renovation Firm Information

* 1-Year or 3-Year Certification		* Initial or Renewal	
<input type="button" value="1-Year"/> <input type="button" value="3-Year"/>	<input type="button" value="1-Year"/> <input type="button" value="3-Year"/>	<input type="button" value="Initial"/> <input type="button" value="Renewal"/>	
<input type="text"/>	<input type="text"/>	Date on Check	<input type="text"/>
Check Number	<input type="text"/>	Check Amount	<input type="text"/>
* Firm Name	<input type="text"/>	* Contact Person	<input type="text"/>
* Firm Address	<input type="text"/>		
* Firm City	* State	* Zip	
<input type="text"/>	<input type="text" value="GA"/>	<input type="text"/>	
* Firm Phone Number	<input type="text"/>	Firm Fax Number	<input type="text"/>
* Firm E-Mail Address	<input type="text"/>	Website Address	<input type="text"/>

### II. Company Owner/President Information

* Owner/President First Name	* Owner/President Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone Number	* E-mail Address	
<input type="text"/>	<input type="text"/>	

### III. Renovation Firm Disclosure Information

## GEOS –RRP Firm Application (Initial or Renewal)

If there were supporting documents, such as a disclosure form upload here, upload here. If not, click “Next”

### ATTACHMENT (SUBMITTAL ID: 237656)

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**

Note: Make sure you have green check marks on all needed attachments. Click “Next”

### VALIDATION (SUBMITTAL ID: 188272)

Review your Submittal and any Attachments. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

#### Application Form(s) Summary

Online Lead Discipline Individual Application  Lead Discipline Individual Application - Form View

#### Attachment(s) Summary

- Training Certificate
- Third Party Exam Results
- Other Supporting Documents
- Passport Size Photo for ID Card - 2" X 2"

Exit Previous **Next**

Enter payment information.

### PAYMENT (SUBMITTAL ID: 237656)

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

#### Outstanding Balance

Application for Renovation Firm Certification (View Fee Schedule)  
RRP  
RRP - Firm Fees

#### Payment Method

Fee Amount:	\$300.00
Amount Due:	\$300.00
<b>TOTAL PAYABLE:</b>	<b>\$300.00</b>

Payment Method:

Check/Money Order/Coupon No.:

Comment:

Exit Previous **Next**

# GEOS –RRP Firm Application (Initial or Renewal)

click “Submit”

## SUBMIT SUBMITTAL (APPLICATION ID: 237656)

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.

### 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: **237656** (Please remember the Submittal ID for any future references.)

#### Submitted By:

Ashley Aspinwall  
GA EPD  
4244 International Pkwy  
Atlanta GA 30354

#### Owner Info:

Ashley Aspinwall  
GA EPD  
4244 International Pkwy Suite 104  
Atlanta GA 30354

Facility / Property Name: N/A

#### Collected by:

paper submission

#### Form Detail

- Application for Renovation Firm Certification

#### Attachment Detail

[Other Supporting Documents \(Optional\)](#) --

#### Payment Detail

Processing Fee	Convenience Fee	Payment Method	Paid Amount	Date Paid
-	-	Check	\$0.00	05/09/2018

Total Amount Due: \$300.00

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.