

## **IEMA Radon Licensing Portal Guidance Document** – Terminating Your License

**Guidance Document Purpose:** This document has been created as a step-by-step guide for individuals who have an active IEMA Radon License (any category) and is wanting to terminate/ retire that license. In order to complete this process, you must first register for access to the IEMA Radon Licensing Portal. There is a separate guidance document on how to do this. If you have any questions or issues please contact the IEMA Radon Program at (217) 785-9889 or [ema.radon.licensing@illinois.gov](mailto:ema.radon.licensing@illinois.gov).

1. You must notify the IEMA Radon Program in writing of your intent to terminate your license. Your notification must include your name, license number and current phone number and address to contact you if needed. The notification can be sent via email to [ema.radon.licensing@illinois.gov](mailto:ema.radon.licensing@illinois.gov) or a mailed letter to:

IEMA Radon Program  
1035 Outer Park Dr.  
Springfield, IL 62704

## **Looking for Something Else?**

Please see all other guidance documents for how to use all the different sections of the licensed portal on our website: [www.radon.illinois.gov](http://www.radon.illinois.gov)