Instructions for Submitting Applications via Email

The Portable Equipment Registration Program (PERP) now accepts all registration applications and reports via email at: *PERPapplications@arb.ca.gov*. Follow the instructions below to ensure prompt application processing; failure to follow the instructions will result in delays.

- **All applications require <u>current forms</u> downloaded from the *Application Forms* webpage.** Forms are updated periodically. Ensure you have the most up-to-date forms to prevent any delays in application processing by downloading current forms.

- **Submit only <u>one company account</u> per email.** This will ensure equipment is registered to the correct account. Accounts are based on both mailing and street addresses. If you have multiple accounts or are unsure, please contact *portable@arb.ca.gov*.

- **Include <u>Form 1</u> with Form Numbers 2 to 15.** Only one Form 1 is required per email as units will be registered for one company account.

- **There will be a <u>limit of five (5) units</u> with supporting documentation per emailed request**. This limit avoids size-related undeliverable emails.

- **If submitting multiple units, all units must be the <u>same unit type</u>.** Each form number is a different unit type. If unsure of which form to use, please contact *portable@arb.ca.gov*.

- **<u>Rename forms</u> and supporting documentation by the form number and serial number listed on the form.** This will allow PERP staff to organize and combine your application quickly and accurately, especially if submitting multiple units.

    - **<u>Examples:</u>**
        - Form 1: **Form 1_Company Information**
        - Form 2: **Form 2_AB1234C123456**
        - Photos: **Form 2_AB1234C123456_Photo1**
                  Form 2_AB1234C123456_Photo2
        - Documentation: **Form 2_AB1234C123456_Doc1**
                          Form 2_AB1234C123456_Doc2

- **Email completed and <u>signed</u> application forms and associated photos, documents, flow diagrams, and compliance reports to:** *PERPapplications@arb.ca.gov*.

Note: For registrations being renewed, you may submit modification, correction, placard replacement, and/or company update forms with your renewal invoice to: *PERPrenewals@arb.ca.gov*. This will ensure processing of both requests at the same time.

When PERP receives your application, you will receive a response within <u>30 days</u>. Please contact PERP staff at *portable@arb.ca.gov* if you do not receive a billing invoice or staff follow-up within 30 days. Per the PERP Regulation, PERP has <u>90 days</u> to issue registration once the application is deemed complete and registration fees are paid.

Important Email Addresses

Please email your PERP application and other program reports to:

PERPapplications@arb.ca.gov

For renewals, please email your renewal invoice to:

PERPrenewals@arb.ca.gov

For all PERP inquiries, please contact PERP staff at:

portable@arb.ca.gov