



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

TONY REED
Deputy Secretary

MEMORANDUM

Date: June 11, 2018

To: Maryland Approved Testing Facilities
Maryland Approved Industrialized Building Manufacturers

From: Ashraf S. Shaker, RA
Manager, Design Standards and Review;
Industrialized Building and Manufactured Homes Program, Maryland Codes Administration

Ref: Insignia, Forms, and Location Reports: Procedures Adopted Before and After July 1st, 2018
Due to Codes Administration transferred from DHCD to DLLR

Insignia:

- Current Insignia (with DHCD name printed) will be available until June 20, 2018 (see memorandum dated June 6, 2018.)
- New Insignia (with DLLR name printed) are ready and available for purchase starting July 01, 2018.
- Starting July 1st, 2018; email application forms (as PDF attachment) for Insignia and mail paper checks to this address:

Division of Labor and Industry
Maryland Department of Labor, Licensing & Regulation
1100 N. Eutaw Street - Room 606
Baltimore, MD 21201

Application Forms:

Revised forms (showing DLLR name) for annual renewal and Insignia applications are being updated. We will notify ATFs & manufacturers when they become available.

Location Reports:

Current Online Location Report System will be shut down starting June 21, 2018 in preparation for Codes Administration's transfer to DLLR. An electronic file, being developed in MS Excel, will be posted on the website for all manufacturers to use when it is ready (replacing the link currently used for the Location Report Portal).

Starting June 21, 2018 and until further notice, manufacturers shall email the completed electronic file (location reports) to Codes Administration (see instructions on form).

