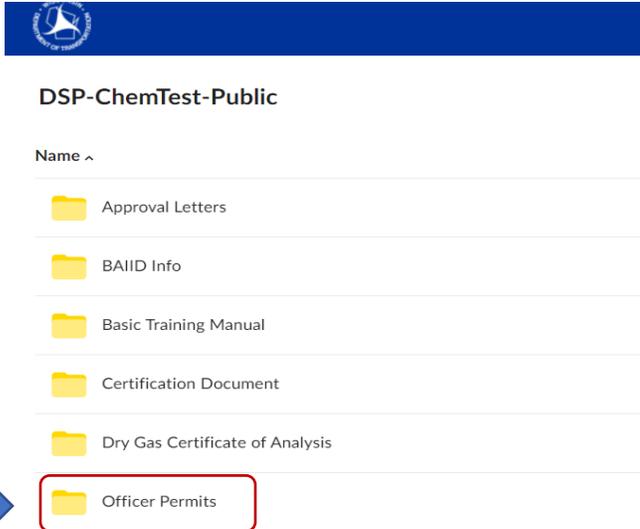


Chemical Test Certified Instrument Operator Electronic Permit Retrieval Instructions

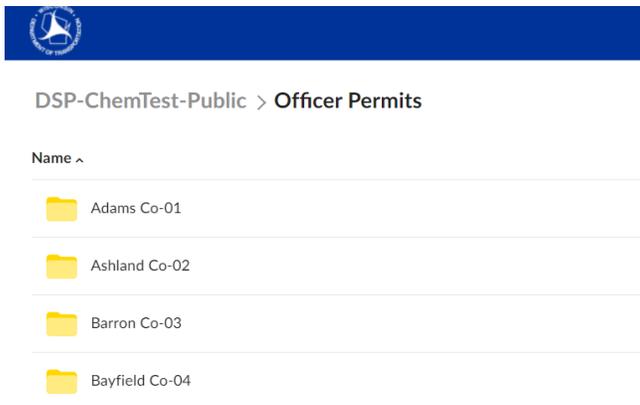
1. Click on Operator Permits box to enter the ChemTest-Public Box folder.



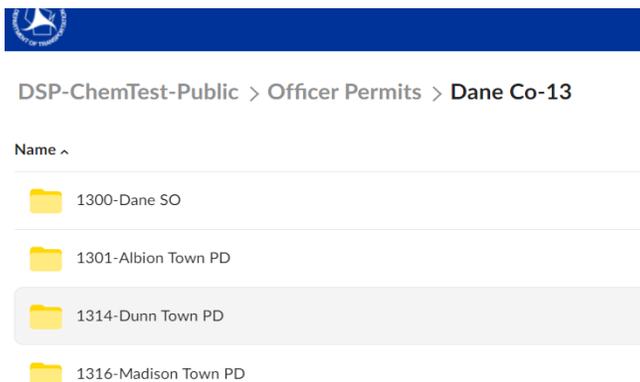
2. Click open the Officer Permit folder.



3. Click County name for the list of agencies within county.
Tip: click Name to list the folders alphabetically.



4. Click on department name to display list of certified operators at that agency.



5. To download all department permits into a zip folder, click on download arrow on right.

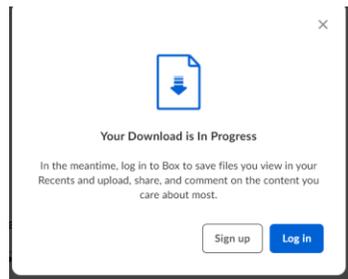


Or to download an individual permit.

- click on name of permit holder from list.
- when permit appears, click the Download button.



6. This Download message will pop up. No need to Sign up or Log in. Click X to close.



7. Message will appear to Open or Save document. Open to print a copy of permit.

