Kansas Department of Health and
Environment Bureau of Air
1000 SW Jackson, Suite 310
Topeka, KS 66612
Phone: (785) 296-6024
https://www.kdhe.ks.gov/166/Air

Submitting an Application

To access the KEIMS Home Page, open your internet browser and type in:

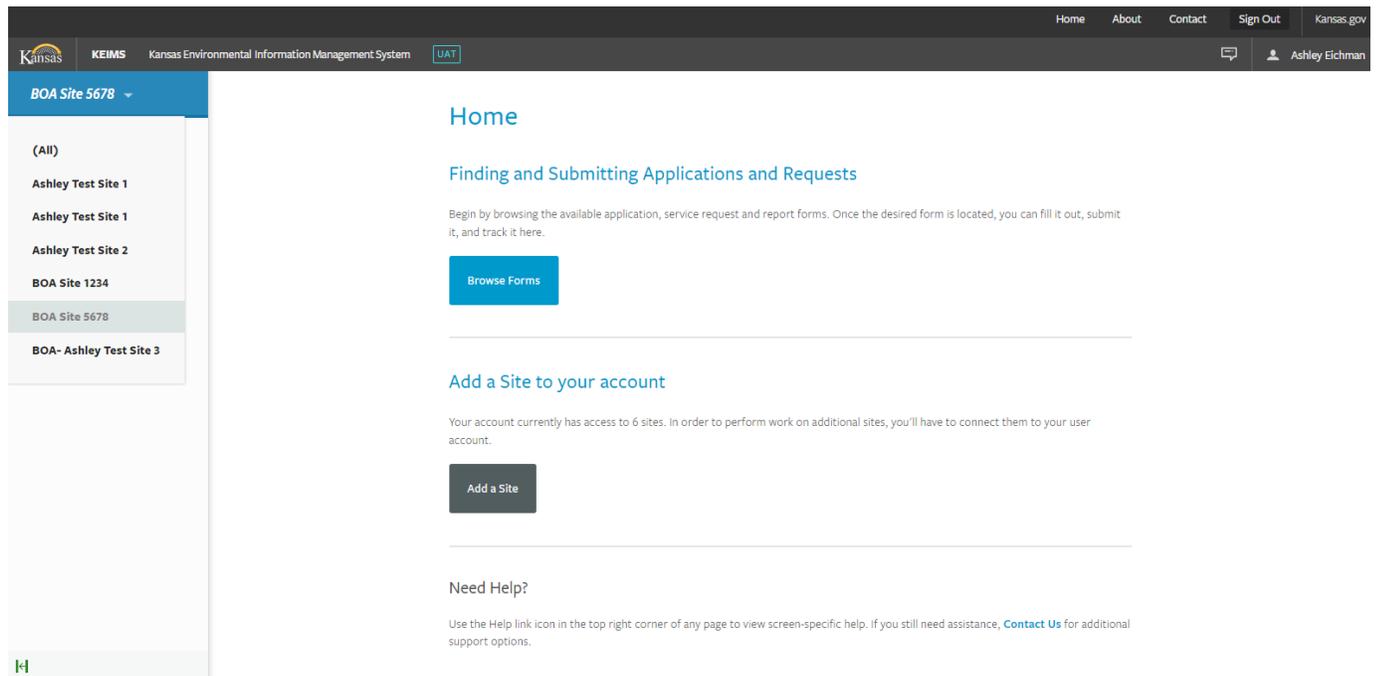## https://keims.kdhe.ks.gov/nsuite/ncore/external/home

Log into the site with your account. If you have a facility that has already been permitted **DO NOT** set up a new site. Instructions to claim your existing site can be found at https://www.kdhe.ks.gov/249/KS-Environmental-Information-Management-.

To create a new site you will need to submit a new application. Once the application is submitted a Source ID number will be assigned to your site. Instructions for creating a new site can be found at https://www.kdhe.ks.gov/249/KS-Environmental-Information-Management-.

Select the Site.
You will be taken to the specific Site page in KEIMS.

1. Select **Start a New Form** in the left-hand navigation column.

There are 2 Application Form Categories:

1. I want to start a new application.
2. I want to renew, modify or terminate an existing permit, license or registration.
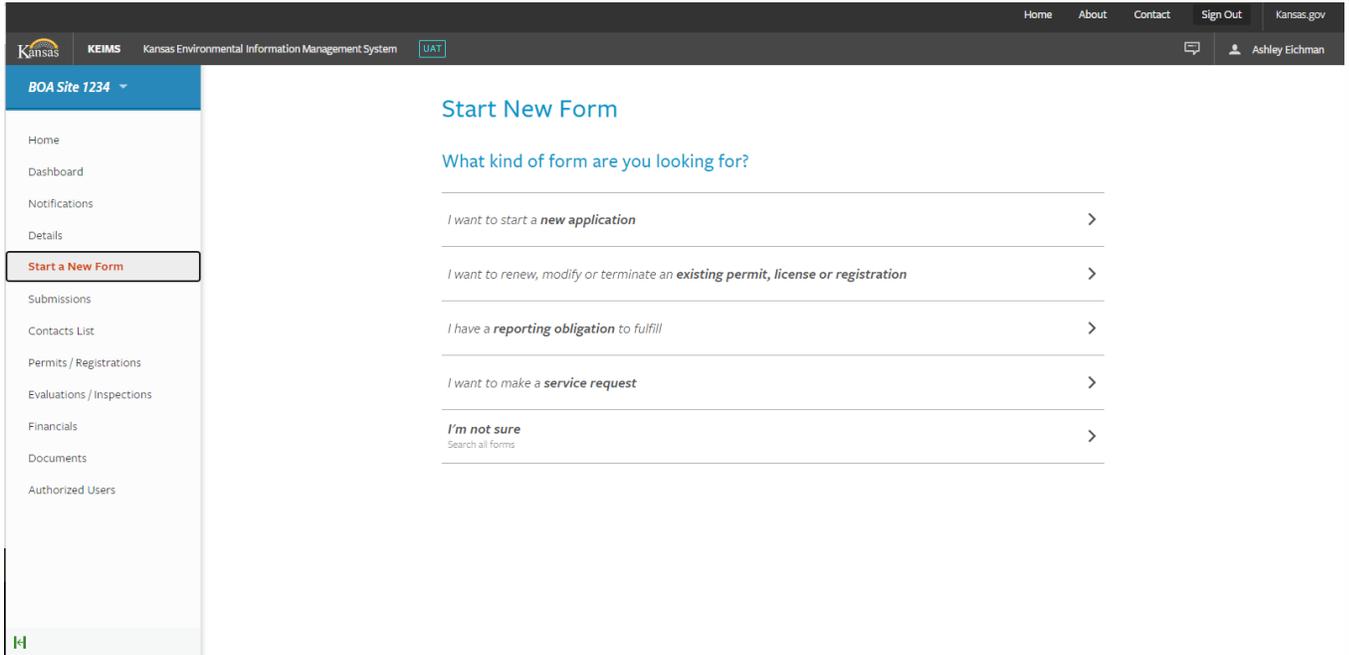
For a **new** permit application select "**I want to start a new application**".
You will be taken to a form list where you can select the appropriate form.
You can filter (highlighted below) based on the form name (ex. Air Construction).
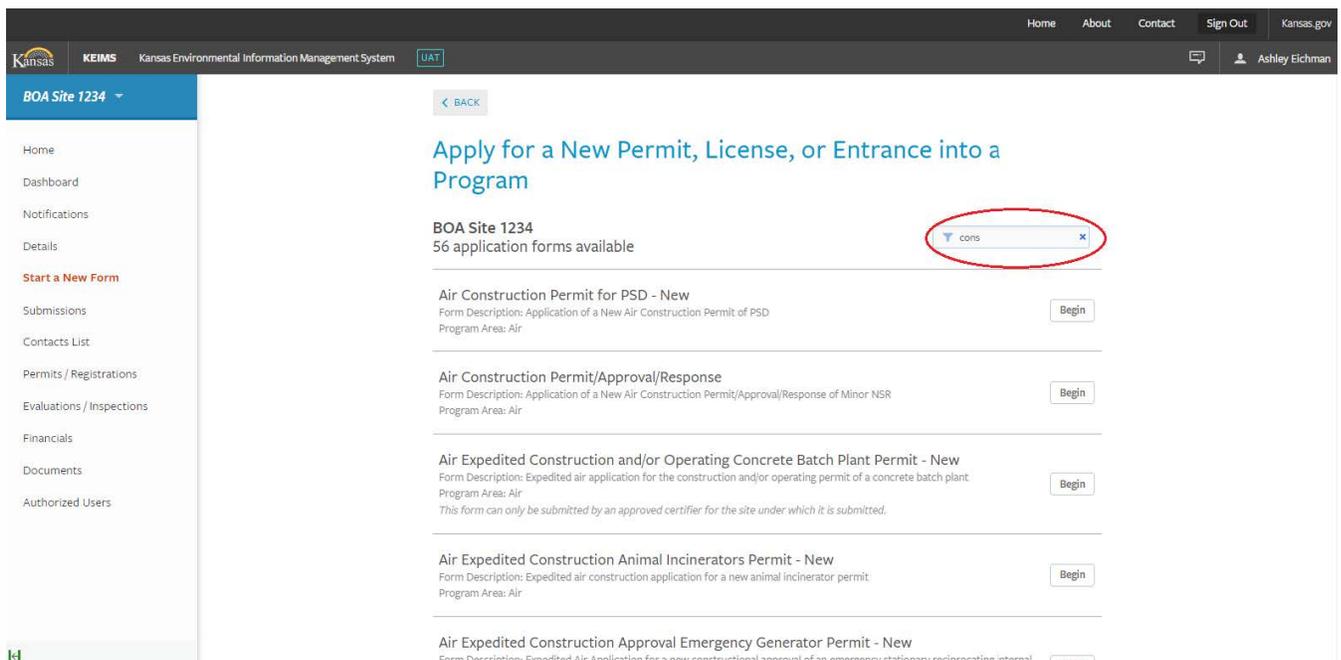
For a **modification** to an existing permit document select " **I want to renew, modify or terminate an existing permit, license or registration**".

1. You will need to select the correct **Permit Number** (ie. CSP, OP1, OP2, etc).
    a. For permit documents with older tracking number (i.e C-12345 or O-12345) contact the BOA KEIMS Administrator at KDHE.BOAKEIMS@ks.gov for the updated Permit Number.

    b. The correct Permit Number is listed under the application name (circled below)

2. Select the appropriate **Form Name** (note there will be multiple form options for each Permit Number, you will need to select the correct form).

3. Select [Begin] to start the application.