

## Print Inspection Certificate

### Set-1: Steps

- Click 'Select' button in 'INSPECTIONS AND CERTIFICATIONS' tile on the dashboard.
  - Users having MDE Admin / Inspector / Supervisor roles will have the access.
- Click on the certificate ID link to go to the certificate details page.
- Click 'Print Certificate' button to download PDF version of the certificate.

- 'Print Certificate' button will be displayed ONLY after adding required forms & documents. Until all the required documents as shown below are added, 'Print Certificate' button will not be visible. Inspector can message or contact MDE through processing box for any questions.

Code	Certificate Type	First/Initial Inspection (Form 330)	Re-inspection Data (Additional)
Lead Free	One time and Limited Lead Free	- Form E - XRF Results	- Form E - Form D - SSW
RRI-F	Full Risk Reduction	- Form C - Form G - Lab Results / Diagram of Unit	- Form C - Form D - Lab Results - SSW
RRI-M	Modified Risk Reduction	- Form B - Form C - Form G - XRF Results - Lab Results - Diagram of Unit - SSW	- Form C - Form D - Lab Results - SSW
LSF	Lead Safe	- Form B - Form C - Form G - XRF Results - Lab Results - Diagram of Unit - SSW	- Form C - Form D - Lab Results

Lead Free certificate needs completion of payment in addition to this.

### Set-2: Steps

- Click on 'Processing' blue box to view any messages from MDE regarding the certificate or the forms or the supporting documents.