

Transition to paperless – Email notifications.

Beginning in 2026, the Bureau of Laboratories will begin sending annual renewal invoices for Pennsylvania Clinical Laboratory Permits electronically. Laboratories should choose to receive email notifications in order to begin receiving invoices for Pennsylvania Clinical Laboratory Permit and Clinical Laboratory Permits.



Spotlight

Go paperless – What happens when you choose to receive email notifications?

By switching to paperless, your laboratory will get information electronically, specifically:

- **Email notifications from the Division of laboratory Improvement, Bureau of Laboratories**
- **Electronic Pennsylvania Clinical Laboratory Permit annual licensure user fee coupons**
- **Electronic Pennsylvania Clinical Laboratory Permit**

If you have not switched to receiving email notifications or you need to update your email address, this is what you need to do:

- Provide written notification via email to the resource account RA-DHPAPERMITCOMM@pa.gov. Your email must include the Laboratory Name, Pennsylvania Clinical Laboratory Permit ID and Clinical Laboratory Improvement Amendments (CLIA) number to identify the laboratory.

OR

- If there are changes to the laboratory/permit information such as, director, laboratory name, location, ownership, and test menu, you should submit a change of status form to update the information on your Pennsylvania clinical laboratory permit to ra-dhpaclia@pa.gov . Please include the Pennsylvania clinical laboratory permit ID and Clinical Laboratory Improvement Amendments (CLIA) number on all correspondence sent to our office. A current Change of Status Form can be obtained by clicking on the link [Change of Status Form](#)

Ensure the Department has a record of your laboratory's most up-to-date email address so you do not miss any important updates and information from us. You may add the state email address to your contact or safe senders list to prevent future emails from being

marked as spam. We recommend using a generic email address, or an email address that is accessible by your laboratory staff.

If you have any questions, please feel free to reach out to the Bureau of Laboratories at RA-DHPAPERMITCOMM@pa.gov.