

SIGNATURES	The inspector and the licensee or his/her representative must sign all pages of the inspection report.
	<p>The signature of the licensee or his/her representative certifies that the person received a copy of the inspection. It does not necessarily mean that the person agrees with the findings of the inspection. Any disagreements about the inspection findings should be referred to the appropriate Regional Office.</p> <p>If the inspection report was sent by regular mail or certified mail:</p> <ul style="list-style-type: none">• in the signature line, type: “Sent by Regular Mail or Certified Mail” and• in the title line, type the certified mail receipt number, if applicable <p>Refusal to sign: If the licensee or his/her representative refuses to sign the inspection report:</p> <ul style="list-style-type: none">• state in the signature block “Licensee or representative (<i>person’s name</i>) refused to sign the report.”• leave a copy of the inspection report with the licensee or representative, if possible, AND• send the licensee a copy of the inspection report by certified, return receipt mail, even if a copy was left with him/her or a representative at the time of the inspection <p>Date on the Inspection Report If the inspection report is not generated on the date that the inspection was conducted, make sure that the inspection date is correct. LARIS will automatically enter the current day’s date.</p>