



Jefferson County Health Department will champion positive health outcomes and behaviors through innovative programs and community engagement.

HOW TO SUBMIT PRIVATE WATER RESAMPLES:

1. Go to www.citizenserve.com/Jefferson
2. Click **"Private Water Sample"** under **"Online Services Available"**
3. If you have not registered for an account, please refer back to **"Registering for an Account"** otherwise proceed with logging in using your login credentials
4. You will be re-directed to the "Private Water Sample" Apply for a license Page. Your subtype should be select as Private Water sample, Private Water 1st Re-sample, Private Water 2nd Re-sample or Private Water 3rd Re-Sample
5. After Providing a Business Name OR Owner Name and Address, select **"FIND ADDRESS"**
6. **Type of Water Sample Location:** An Additional water sample for an existing application
7. **License # drop down field will populate.** Here you want to select the Private Water Sample Number you were given when applied for initial sample (i.e., PRV22-000000)
8. Provide your all the information required in the blank fields that follow
NOTE: ITEMS WITH A RED LINE ARE REQUIRED AND MUST BE FILLED OUT BEFORE PROCEEDING.
9. Hit **"SUBMIT"** You have now submitted a Private Water Sample or Re-Sample



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Public Health
Prevent. Promote. Protect.