



Child Care Licensing Program
Application for a CHANGE in
Family Child Care License or Residential Certificate

Note: It may take up to 60 days to process your completed application, or 120 days if FBI fingerprint clearances are required. An application is considered complete when all required items and fees have been received by Child Care Licensing.

SECTION A. IDENTIFYING INFORMATION:

Provider Type: [] Licensed Family [] Residential Certificate

Applicant Name: _____ Phone #: (____) _____

Program Name: _____ Cell #: (____) _____

(Complete only if your child care program has a name, in addition to your own name.)

Mailing Address: _____

City & Zip Code: _____ Fax #: (____) _____

Facility Street Address: _____

City & Zip Code: _____ E-mail Address : _____

Interpreter's Name (if applicable): _____ Phone:(____) _____

Food Program Sponsor (if applicable): _____ Phone:(____) _____

of unrelated children you currently care for: _____

(Child Care Licensing does not regulate providers who only care for related children or on only a sporadic basis.)

SECTION B. CHANGE REQUESTED & DOCUMENTS REQUIRED:

Mark all that apply, and include all required documents listed under the change(s) you are requesting. The application will be denied if documentation not submitted with the application is not submitted within 30 days of receiving the application.

1. [] Increase in Your Capacity

[] Requested INCREASE in capacity by: _____ Requested new total capacity: _____

(This request may not conflict with local ordinances.)

- [] A copy of a new fire clearance or a copy of a document from the local fire authority stating a new fire clearance is not required.
[] A copy of a new business license or a copy of a receipt verifying application or a copy of a document from a city/county employee stating a new business license is not required.
[] \$31.00 fee payable to "Utah Department of Health" if more than two changes during the current licensing year

For office use only
Approved capacity:

2. [] Change of Type

Requested Type: [] Licensed Family [] Residential Certificate

- [] Completed Background Screening forms and \$15.00 per person fee for all covered individuals.
[] A copy of a new fire clearance or a copy of documentation from the local fire authority stating a new fire clearance is not required.
[] A copy of a new city business license or a copy of a receipt verifying application or a copy of a document from a city/county employee stating a new business license is not required.
[] A copy of your Policies & Procedures and Emergency & Disaster Plan, if requesting a change from RC to Licensed.
[] A copy of a Certificate of Attendance (within the past 6 months) from New Home Provider Orientation training, if requesting a change from RC to Licensed.
[] \$31.00 fee payable to "Utah Department of Health" if more than two license/certificate changes during the current licensing year or a licensing fee has not been paid in the last six months.

