



Child Care Licensing Program
Application for a NEW
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 have been received by Child Care Licensing.

Mark which one you are applying for: License Residential Certificate (RC) You must reside where care will be provided.

SECTION A. IDENTIFYING INFORMATION:

Applicant Name: Phone #: ()

Program Name: Cell #: ()

(Complete Program Name 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:

Primary Language, if other than English: Interpreter's Name & Phone #:

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

Have you been a licensed or certified child care provider in Utah before? Yes No

of unrelated children you want to care for:

(Child care Licensing does not regulate providers who only care for related children.)

Total # of children you want to care for, including your own and any related children if they are under age 4: 8 16

(Residential Certificate Providers may only care for up to 8 children.)

Last date care was provided at old location (for change of address applications): / /

Months of care, if care will be provided for less than 12 months

SECTION B. HOUSEHOLD MEMBERS:

You must complete the following information for every person living in your home, including yourself. Copy and use additional pages if needed to include everyone.

Table with 4 columns: Name, Date of Birth, Name, Date of Birth. Multiple rows for household members.

SECTION C. DOCUMENTS REQUIRED:

You must include all of the following documents when you submit your application. The application will be denied if documentation not submitted with the application is not submitted within 6 months of receiving the application.

- This application form, completely filled out, signed, and dated.
- \$31.00 application fee made payable to "Utah Department of Health".
- Completed Background Screening forms and \$15.00 fee for each covered individual.
- Fingerprint card(s) and \$36.50 per person fee payable to "Utah Department of Health" for each person who is at least 18 years of age. A separate check or money order is required for fingerprint fees.
- Affidavit of Lawful Presence in the United States, and copies of verification documents. (Do not mail. Licensing staff must see originals.)
- A copy of your current fire clearance or a copy of a document from the local fire authority stating a fire clearance is not needed. (Contact your local fire authority for this.)
- A copy of your current business license or a copy of a receipt verifying application or a copy of a document from a city/county employee stating a business license is not required. (Contact your city/county for this.)
- A copy of your current local health department kitchen inspection. (Contact your local health department for this.)
- A copy of your current Red Cross or equivalent first aid and CPR certification. (CPR certification must include hands-on testing.)
- A copy of your Certificate of Attendance from New Home Provider Orientation. (not needed if regulated in past 6 months).
- A copy of your Policies & Procedures and Emergency & Disaster Plan, if you are applying for a **License**, not a Certificate.

SECTION D. CRIMINAL IDENTIFICATION SCREENING (CBS/LIS):

Utah Code 26-39-107 requires that each person requesting a child care license or certificate submit to the Department the name and other identifying information for all of the individuals listed below. This information will be used to screen the individuals for criminal convictions and child abuse/neglect. Mark below if you have included completed Background Screening form(s) and fees with this application for all existing and proposed:

- Persons age 12 years and older who reside in the home**
- Additional caregivers**
- Substitute caregivers**
- Volunteers** (except parents of children enrolled in the program who do not have unsupervised access to any child in care except their own child)

SECTION E. CERTIFICATION OF UNDERSTANDING:

I understand that this document serves as the formal request upon which a decision to issue me a child care license or certificate will be based. I agree, for the purpose of determining compliance with child care licensing rules established by the Department of Health and Utah State licensing laws, to allow authorized Department of Health representatives with proper identification to:

1. Enter and inspect any part of the home, property, and premises without a warrant at any time children are in care.
2. Review child care documents.
3. Interview caregivers, children, employees, household members and others as necessary.

I agree to read and follow the child care rules and laws established by the State of Utah. I authorize investigation of all statements contained herein and understand that misrepresentation or omission of facts may result in denial of my application. I do hereby state that, based on my best information and belief, that neither myself, any employee or volunteer in my child care program, or any individual residing in my home has ever been convicted of a felony or a misdemeanor, had a supported finding of child abuse or neglect from the Department of Human Services, or had a substantiated finding from a juvenile court of abuse or neglect of a child.

I do hereby state that the information provided on this application is true and correct to the best of my knowledge.

_____ / / _____
 Signature of Applicant Date

Documents will be shredded after the application process is complete.

**Submit completed application, fees, and all required application documents to
the Salt Lake office or the Provo office.**

Salt Lake Office

Mailing Address

Child Care Licensing, Salt Lake Office
P.O. Box 142007
Salt Lake City, UT 84114-2007

Location Address

(Do **NOT** mail items to this address)
3760 South Highland Drive, Room 403
Salt Lake City, UT 84106

Phone: (801) 273-6617

Toll Free: 1-888-287-3704

Fax: (801) 273-4145

Provo Office

Child Care Licensing, Provo Office
150 East Center Street, Suite 3200
Provo, UT 84606

Phone: (801) 374-7688

Toll Free: 1-800-894-2588

Fax: (801) 371-1168