

**Application for RENEWAL of Family Child Care License or Residential Certificate**

**Note:** It may take up to 60 days to process your **completed** application. An application is considered complete when **all** required items listed below in Section C have been received by Child Care Licensing.

Mark which one you are applying for:  License Renewal  Residential Certificate (RC) Renewal

**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: \_\_\_\_\_

Primary Language, if other than English: \_\_\_\_\_ Interpreter's Name & 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.)**

**SECTION B. HOUSEHOLD MEMBERS, EMPLOYEES, & VOLUNTEERS**

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.

Name	Date of Birth	Name	Date of Birth
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____
	____/____/____		____/____/____

**SECTION C. DOCUMENTS REQUIRED:**

**You must include all of the following documents when you submit your application:**

- \_\_\_\_\_ This application form, completely filled out, signed, and dated.
- \_\_\_\_\_ \$25.00 renewal application fee.
- \_\_\_\_\_ Completed "Request for Annual Renewal of CBS/LIS Criminal History Information" form.
- \_\_\_\_\_ Completed "Consent & Disclosure Statement for CBS/LIS Background Screening" form.
- \_\_\_\_\_ If not previously scanned, Affidavit of Lawful Presence in the United States, and copies of verification documents. (Do not mail since Licensing staff must also see originals of verification documents.)
- \_\_\_\_\_ Copy of a current Local Health Department kitchen inspection. This is required **every other year** beginning with your initial license/certificate date.

**SECTION D. CERTIFICATION OF UNDERSTANDING:**

I understand that this document serves as the formal request upon which a decision to renew my 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 reasonable time.
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 Owner/Licensee Date

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**Mail completed application, fees, and all required application documents to:**

Child Care Licensing, South Region  
150 East Center Street, Suite 3200  
Provo, Utah 84606

Phone: (801) 374-7688  
Toll Free: 1-800-894-2588  
Fax: (801) 371-1186