



CHILD DEVELOPMENT FACILITY LEGAL ENTITY(IES) INFORMATION

An applicant for an initial license to operate a Facility under this chapter shall initiate the application in the name of the person or persons or legal entity or entities with ownership interests and who are responsible for operation of the Facility. (5A DCMR 103.1). Applicants should complete this form and attach to the application for a facility license.

Legal Entity Name: _____

DBA (if applicable): _____
(DBA must be shown on IRS Tax ID Letter)

Legal Entity Type: (Select Legal Entity Type)

- Individual Sole Proprietorship Non-Profit Association Government
- Limited Liability (LLC) Limited Partnership (LLP) General Partnership
- S Corporation B Corporation C Corporation Not incorporated

FEIN: _____ or SSN: _____

Attached copy of IRS Tax ID Letter or Social Security Card to this form

Contact Name: _____

Contact Type: Owner Other (Title of Contact) _____

Contact Number: _____ - _____ - _____ Alternative Number: _____ - _____ - _____

Email Address: _____

Authorized Representative (if different from Contact Name): _____

Contact Number: _____ - _____ - _____ Alternative Number: _____ - _____ - _____

Email Address: _____

Legal Entity Address: _____
(Number) (Street) (City) (Zip Code)

Check if Legal Entity Address and Mailing Address are the same, skip Legal Entity Mailing Address below

Legal Entity Mailing Address: _____
(Number) (Street) (City) (Zip Code)

If incorporated, complete the below sections:

Section A: Name, Title, Occupation, and Addresses of the Officers:

| Officers Name | Title | Occupation | Mailing Address | Email Address |
|---------------|-------|------------|-----------------|---------------|
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Section B: Name, Title, Occupation, and Addresses of Directors

| Officers Name | Title | Occupation | Mailing Address | Email Address |
|---------------|-------|------------|-----------------|---------------|
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Section C: Ownership (If applicable)

| Individual/ Corporation/Trust | Mailing Address | Email Address | Ownership Interest % |
|-------------------------------|-----------------|---------------|----------------------|
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| | | | |

Name (Print) _____

Title: _____

Signature _____

Date _____

Attach the following documents:

- Tax IRS Letter (must match the entity information listed above)
- Articles of Incorporation or Business Registration
- [Certificate of Clean Hands](#) (dated within 30 days from submitting form)
- [Certificate of Good Standing](#)