



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## DIVISION OF EARLY LEARNING LICENSING AND COMPLIANCE UNIT (LCU)

PHONE: (202) 727-1839 • FAX: (202) 727-7295

MAILING ADDRESS: 1050 FIRST STREET, NE • Sixth  
FLOOR • WASHINGTON DC 20002

FOR AGENCY USE ONLY
Date Received
Check/Money Order#
Amount Received
Received By
Assigned Licensing Specialist

### CHILD DEVELOPMENT HOME LICENSE APPLICATION

Type or print clearly

#### SECTION I TYPE OF APPLICATION

<input type="checkbox"/> <b>NEW</b>	<input type="checkbox"/> <b>CHANGE IN OPERATION</b> (With LCU approval)
<input type="checkbox"/> <b>RENEWAL</b>	<input type="checkbox"/> <i>Program Space</i> <input type="checkbox"/> <i>Program</i> <input type="checkbox"/> <i>Ownership</i> Effective (mm/dd/yyyy) _____
<input type="checkbox"/> <b>AMENDED</b>	<input type="checkbox"/> <b>OTHER</b> _____      Effective (mm/dd/yyyy) _____

#### SECTION II HOME/EXPANDED HOME INFORMATION

Full Name of Applicant		Birthdate	Last 4 digits of Social Security #
Physical Address of Facility to be stated on the license			House <input type="checkbox"/>
			Apartment <input type="checkbox"/>
Phone Number	Fax Number	Email Address	Website
<i>If mailing address is different please complete this section</i>			
Address			
How many years have you lived at this address?		Languages spoken at home	English <input type="checkbox"/>
			Spanish <input type="checkbox"/>
<i>Age and Number of persons residing in home:</i>			
Under 4 years	Under 8 years	Between 5 and 16 years	18 years and older
<b>List all residents of the home (not including the Applicant)</b>			
<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b>	<b>Relationship</b>
1.			
2.			
3.			
4.			

### SECTION III FACILITY OPERATION INFORMATION

Official Name of Facility/Name of Home Occupancy Permit (HOP)					
Business Incorporated: <input type="checkbox"/> YES <input type="checkbox"/> NO			TAX ID #		
Physical Address of Facility to be stated on the license					
Street Address		City	State	Zip Code	Ward
Phone Number	Fax Number	Email Address		Language Spoken in Facility	
<i>If mailing address is different, please complete this section:</i>					
Physical Street Address of the Owner			City and State	Zip code	

### SECTION IV FACILITY OPERATION INFORMATION

Maximum number of children to be cared for: _____	Ages of children to be served: _____
<i>Indicate the months of the year, hours and days of the week you will be providing services to children and youth (check only one option for each schedule)</i>	
<input type="checkbox"/> All year (Jan – Dec) <input type="checkbox"/> School year only <input type="checkbox"/> Summer only <input type="checkbox"/> June - Aug           Hours of Operation: _____	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	

### SECTION V PROPERTY OWNERSHIP

Name of Legal Owner		Phone Number	
Physical Street Address of the Owner		City and State	Zip code

### SECTION VI ADDITIONAL INFORMATION

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "Yes" to any of the questions below, you must provide full information and complete details on a separate sheet of paper and attach with this application form.	
1. Have you ever voluntarily surrendered a license after formal charges have been filed against you or while under investigation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of a crime (other than minor traffic violations) not previously reported to the LCU?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are you now or have you ever been licensed in DC or any other state/jurisdiction? (If "Yes," be sure to complete the section below.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
(a) Name on the previous license or certificate:	License/Certificate Number and State
(b) Address on the previous license or certificate:	Year(s) of operation:
4. Has any authority taken adverse action against your license or privileges or informed you of any pending charges not previously reported to this LCU?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**SECTION VII AGREEMENTS AND AUTHORIZED SIGNATURE** (Read each statement and sign at the bottom.)

Please answer all of the following questions by placing an "X" in the appropriate boxes. If you answer "No" to any of the questions below, you must provide full information and complete details on a separate sheet of paper and attach with this application form.	
1. I understand the requirements to report known or suspected child abuse.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. I shall obtain approval from the licensing agency before making changes in our license capacity, or to our home.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. I have a valid lease and permission from the owner/landlord to operate a Child Development Facility on the premises.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. I shall notify the licensing agency when we want to discontinue operating a licensed child development facility.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. I have read the laws and regulations governing the operation of this licensed facility and it is the intention of this applicant to comply. I/We understand that I/we are responsible for meeting and maintaining compliance with all applicable child care licensing laws and regulations at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. I understand that a <b>new</b> application may be denied if I fail to provide a complete application within ninety (90) days <b>of the initial submission</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. I understand that a <b>new</b> application may be denied if I demonstrate inability to abate the identified deficiencies within the required timeframes specified by OSSE, which shall not exceed ninety (90) days.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. I attest, under penalty of perjury, that to the best of my (our) knowledge, the contents of this application and the information provided with it are true, accurate, and complete.	<input type="checkbox"/> YES <input type="checkbox"/> NO

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_\_\_  
Date

**RETURN TO:**

**Office of the State Superintendent of Education  
Early Childhood Education  
Child Care Licensing Unit  
1050 First Street, NE, Sixth Floor  
Washington, DC 20002  
Phone: (202) 727 – 1839**

**PLEASE RETAIN A COPY FOR YOUR RECORDS**



DISTRICT OF COLUMBIA  
OFFICE OF THE STATE SUPERINTENDENT OF

# EDUCATION

## ***DIVISION OF EARLY LEARNING***

### **Licensing and Compliance**

#### **Licensing Fees**

**Each applicant applying for an initial license shall pay an application fee in the amount of seventy-five dollars (\$75.00) when submitting the application.**

5-A DCMR, Chapter 1, Child Development Facilities: The child development facility licensure fee schedule is as follows:

<b>LICENSE CAPACITY</b>	<b>INITIAL FEE</b>
(a) Child Development Home or Expanded Home	\$225.00
(b) Fee to Replace an Issued License	\$100.00
(c) Fee to Replace an Amended License	\$100.00
(d) Penalty Fee for Renewal License (90-day Extension)	\$100.00
(e) Penalty Fee for Renewal License (180-day Extension)	\$200.00

An application is considered complete when the application, applicable fees, and required documents listed on the application checklist, are submitted.

**Make your check or money order fee payment payable to the “DC Treasurer” and attach it to the application.**

**Fee payment is non-transferable and non-refundable.**

**All license renewal fees must be paid prior to the release of each license.**

Should you have any questions or require assistance, please contact the licensing and compliance unit office at (202) 727-3761.