

**INFORMATION TO BE SUBMITTED  
TO THE DEPARTMENT OF HUMAN RESOURCES  
BEFORE A DAY CARE CENTER IS LICENSED**

The following information must be submitted to your licensing consultant before your center can be licensed. This information will be kept on file by the Department. If you should have any questions, please contact the Office of Child Care Licensing at 1-866-528-1694. The mailing address is Office of Child Care Licensing, Child Care Services Division, State Department of Human Resources, 50 Ripley Street, Montgomery, AL 36130-4000.

**1. Application Form (DHR-DFC-1946) plus attachments**

The attachments include:

- a. Copy of the center's operating policies;
- b. Copy of policies regarding charges and services;
- c. Name, address, and telephone number of Board Chairman or President of the corporation, if applicable;
- d. Names and addresses of the Executive Board, if applicable;
- e. Certified copy of Incorporation papers, if applicable;
- f. Copy of By-Laws and Constitution, if applicable;
- g. A written fire department inspection report with no violations cited (to be obtained from a representative of the State Fire Marshal's Office or a local fire inspector who enforces the current fire code adopted by the State Fire Marshal);
- h. A written health department inspection report (to be obtained from the county health department);
- i. A current health department food permit or written approval of the food service plan if food is catered (to be obtained from the county health department);
- j. A written statement of compliance with applicable zoning requirements;
- k. Floor plan of the building;
- l. Copy of the center's Emergency Preparedness and Response Plan.

**2. Licensing Application Attachment (DHR-DFC-1945)**

A completed Licensing Application Attachment form must be submitted for **each** applicant, owner, center director and board member, if applicable.

**3. Alabama Department of Human Resources Request for Clearance of State Central Registry on Child Abuse/Neglect (DHR-DFC-1598).**

A Clearance of State Central Registry on Child Abuse/Neglect form must be submitted and results received for **each** applicant, owner, center director and board member, if applicable.

**4. Criminal History Background Information Check.**

A criminal history background information check must be completed and results (suitability letters) received for **each** applicant, owner, center director and board member, if applicable.

**5. Medical examination report, including TB test date and result, for the center director.**

**6. Verification of education and verification of training for the center director.**

Requirements are stated on page 40 of the Standards for Day Care Centers and Nighttime Centers.