



**Virginia Department of Education
Division of Early Childhood Care and Education
Office of Child Care Health and Safety**

**RENEWAL APPLICATION FOR A LICENSE TO
OPERATE A FAMILY DAY HOME (FDH)**

- Complete this application, as appropriate, and review it carefully to ensure completeness before submitting. **Retain a copy of the application and all attachments for your records.**
- This is a fillable form, and it is recommended that applicants type and electronically sign the form.
- If you are unable to type in the form, please print legibly using permanent, blue or black ink.
- Contact the [Office of Child Care Health and Safety](#) in your region if there are any questions regarding this application.

A renewal application is required prior to the expiration of a license. To ensure timely processing, please submit a complete application at least 60 days prior to the expiration date of the current license. Submission of an incomplete application will delay the review process and could delay the issuance of a license.

PART 1: APPLICANT INFORMATION

APPLICATION AGREEMENT

1. I am in receipt of and have read a copy of the laws and regulations applicable to the type of facility for which I am making application.
2. It is my intent (a) to comply with applicable laws and regulations and (b) to maintain compliance with them if I am so licensed.
3. I understand that representatives of the Virginia Department of Education are authorized to investigate all aspects of the family day home's (facility) operations, to inspect the facility, and to make any investigations necessary concerning the circumstances surrounding this application. I understand that if the facility is licensed, the Department's representatives will make announced and unannounced inspections during the hours of operation to investigate complaints received and to determine continuing compliance.
4. I understand that I must maintain professional conduct in all interactions with agents, employees, partners and assigns of the Virginia Department of Education as they are related to this application and the subsequent license, if issued.
5. I understand that I must have children in care during the licensure period so that substantial compliance may be properly evaluated for license renewal. If substantial compliance cannot be evaluated, I may not be eligible for the renewal of my license, but I can reapply for initial licensure at a later date once I have prospective children to serve.
6. In the event this application is denied, I understand that I have appeal rights that are explained in the *Code of Virginia* and in the regulations, *General Procedures for the Licensure of Child Day Programs and Family Day Systems and Background Checks*.
7. I am aware that it is a misdemeanor for any person to interfere with an authorized agent of the superintendent in the discharge of his duties, make false or untrue reports with respect to the operation of the facility, engage in the operation of a facility without first obtaining a license, or serve more persons than the maximum capacity stipulated on the license.

This application must be signed by an applicant or agent listed in the "Identifying Information" section of the Business Entity page completed.

I hereby declare that the information contained in this application, including the attachments, are true and correct under penalty of perjury. I declare that I am the primary child care provider and that the child care provided is either in my home or the residence of one of the children receiving care. Falsification of application information is grounds for denial or revocation of the license to operate a facility. An application may be withdrawn at any time the applicant so desires.

Signature of Applicant:	Date:
Printed Name of Applicant:	
Family Day Home Provider's First and Last Name:	

For Office of Child Care Health and Safety Use Only:

Date Received:	Received by:	Inspector:	Application No.:	File No.:

PART 2: BUSINESS ENTITY TYPE APPLYING FOR LICENSURE

Check only ONE box and submit ONLY the corresponding business entity page.

<input type="checkbox"/> Individual/Sole Proprietor	→ Go to Business Entity A, page 6
<input type="checkbox"/> Partnership *Partnership Documentation Required A general partnership (sometimes simply referred to as a “partnership”) is an association of two or more persons to carry on, as co-owners, a business for profit. Each partner contributes money, property and/or services in return for an interest in the general partnership, shares in the profits and losses of the general partnership’s business and has equal rights in the management and conduct of the partnership’s business. A limited partnership, a type of partnership distinct from a general partnership, is formed by two or more persons with at least one general partner and one limited partner. The general partners exercise control over the management of the limited partnership’s business.	→ Go to Business Entity B, page 7
<input type="checkbox"/> Corporation *Corporation Documentation Required A corporation is an artificial person or legal entity managed by a board of directors, consisting of one or more individuals, who collectively elect officers to run the corporation’s day-to-day business activities.	→ Go to Business Entity C, page 8
<input type="checkbox"/> Association *Association Documentation Required Business associations are organizations that bring together business owners from a specific area. They range from nationwide associations to those that encompass businesses in individual states, counties, cities, or neighborhoods.	→ Go to Business Entity D, page 9
<input type="checkbox"/> Limited Liability Company (LLC) *LLC Documentation Required A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company’s business. It is managed in accordance with an operating agreement by one or more members (member-managed) or by one or more managers (manager-managed). A limited liability company is a separate legal entity and, generally, the members and managers are not liable for the obligations of the limited liability company.	→ Go to Business Entity E, page 10
<input type="checkbox"/> Public Agency “Public Agency” is defined to mean the Government of the United States; local government; state agency, including any department, institution, authority, instrumentality, board, or other administrative agency of the Commonwealth.	→ Go to Business Entity F, page 11
<input type="checkbox"/> Business Trust *Business Trust Documentation Required A business trust is an unincorporated association whose governing instrument, sometimes referred to as a declaration of trust, provides that one or more trustees will manage property or conduct for-profit business activities on behalf of one or more beneficial owners. A business trust is a separate legal entity and, generally, its trustees and beneficial owners are not liable for the obligations of the business trust.	→ Go to Business Entity G, page 12
<input type="checkbox"/> Religious Organization (if not a business type listed above) A religious organization is generally a nondenominational or interdenominational organization and has a principal purpose of advancing religion.	→ Go to Business Entity H, page 13

PART 3: REQUIRED ATTACHMENTS

	Check if submitted
<p>1. Three Reference Letters – These are required for any NEW individuals listed in the section for Type of Business Entity under “Identifying Information.” Reference letters must be dated no more than 12 months prior to the date of this application from three persons who are not related to the individual by blood or marriage who have known him/her for at least one month, and who can attest to his/her character and reputation.</p> <p>*This is not required for public agencies.</p>	<input type="checkbox"/>
<p>2. One Business Entity Section Only A, B, C, D, E, F, G or H (see corresponding page of this application)</p> <p>*This page must match the Business Entity checked in Part 2</p>	<input type="checkbox"/>
<p>3. Sworn Statement or Affirmation - Required for any NEW adult household members and any NEW individuals listed in the section for Type of Business Entity under “Identifying Information.” The sworn statement or affirmation must be dated no more than 30 days prior to the date of this application.</p>	<input type="checkbox"/>
<p>4. Required Attachments, if any specific to the Business Entity Type (see corresponding page of this application)</p>	<input type="checkbox"/>

PART 4: FEES

Application fees are not currently being collected through December 31, 2026

PART 5: BACKGROUND CHECKS

Except for those listed as a required attachment, background checks **DO NOT** need to be submitted to the licensing office; however, if you choose to send background checks electronically, please use the secure [online portal](#) or send them via an encrypted email. Background checks must be available for inspection.

- Background checks are required for any person listed in the [Code of Virginia § 22.1-289.035](#), *et. seq.*
- **Sworn Statement or Affirmation** (model form available on VDOE [website](#)).
- **National Criminal Background Check** obtained through Fieldprint and VDSS Office of Background Investigations (OBI).
- **Child Protective Services Central Registry Check** obtained through VDSS OBI.
- **Out-of-State Central Registry Check** for any individual who has lived in another state in the past five years.
- **Out-of-State Criminal History Name Check** for any individual who has lived in another state in the past five years unless the state is identified as a National Fingerprint File (NFF) state.
- **Out-of-State Sex Offender Registry Check** for any other state in which a person has resided in the past five years.

PART 6: POTABLE WATER TESTING

The applicant's compliance with testing potable water for lead will be monitored during the next licensing inspection.

- Pursuant to the [Code of Virginia § 22.1-289.057](#), each licensed family day home shall develop and implement a plan to test potable water from sources identified by the U.S. Environmental Protection Agency as high priority, including bubbler-style and cooler-style drinking fountains, kitchen taps, classroom combination sinks and drinking fountains, home economics room sinks, teacher's lounge sinks, nurse's office sinks, classroom sinks in special education classrooms, and sinks known to be or visibly used for consumption. Pursuant to § [32.1-167](#) of the *Code*, human consumption "means drinking, food preparation, dishwashing, bathing, showering, hand washing, teeth brushing, and maintaining oral hygiene." The testing plan and results of each test must be submitted to the Virginia Department of Health's Office of Drinking Water.
- If the test results of any test indicate a lead level in the potable water that is at or above 15 parts per billion, the program must remediate the level of lead in the potable water to below 15 parts per billion and confirm such remediation by retesting the water. The results of the retests must be submitted to the Virginia Department of Health's Office of Drinking Water.
- In lieu of developing and implementing a plan to test potable water or of remediation, the program may use for human consumption, as defined by § [32.1-167](#), bottled water, water coolers, or other similar water source that meets the U.S. Food and Drug Administration standards for bottled water. Any program that chooses this option shall notify the Virginia Department of Health's Office of Drinking Water, the Superintendent, and the parent of each child in the program of such choice.

BUSINESS ENTITY B: PARTNERSHIP

A general partnership (sometimes simply referred to as a "partnership") is an association of two or more persons to carry on, as co-owners, a business for profit. Each partner contributes money, property and/or services in return for an interest in the general partnership, shares in the profits and losses of the general partnership's business and has equal rights in the management and conduct of the partnership's business.

A limited partnership, a type of partnership distinct from a general partnership, is formed by two or more persons with at least one general partner and one limited partner. The general partners exercise control over the management of the limited partnership's business.

PARTNERSHIP General Partnership Limited Partnership

Identifying Information

Name of Partnership Applying for License

Mailing Address <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Partnership Tax ID Number/ FEIN	Designated Contact Person for the Partnership (must be an individual identified as an applicant or agent) <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Provide the following information on each general and limited partner: *(Attach additional pages if needed.)*

Name	Title	Email Address	Phone Number

List the name, title and address of any agent(s) other than the partners who is empowered to act on behalf of the partnership in matters relating to the facility:

Name	Title	Email Address	Phone Number

Required Attachments

- If certified by the Virginia State Corporation Commission (VSCC), documentation from the VSCC that the partnership is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of fact of existence from VSCC, etc.)
- (If there has been a change to the partnership since the last license was issued) Proof of filing certified by the VSCC (i.e., a copy of the statement of partnership authority or certificate of limited partnership) or the clerk of the circuit court or, if none, a partnership agreement that clearly delineates the responsibilities of each partner in the operation and maintenance of the facility for which the partnership is seeking licensure

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). ***If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.***

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- (If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY C: CORPORATION

A corporation is an artificial person or legal entity managed by a board of directors, consisting of one or more individuals, who collectively elect officers to run the corporation's day-to-day business activities.

CORPORATION Domestic Corporation Foreign Corporation

Identifying Information

Name of Corporation Applying for License

Corporate Mailing Address *Street/P.O. Box*

City

State

Zip

Corporate Tax ID Number/FEIN

Designated Contact Person for the Corporation
(must be an individual identified as an applicant or agent)
Name

Title

Email

Phone Number

Provide the following information on each officer of the corporation. (Attach additional pages if needed.)

<i>Title</i>	<i>Name</i>	<i>Email Address</i>	<i>Phone Number</i>
President			
Vice President			
Secretary			
Treasurer			

List the name, title and address of any agent(s) other than the officers who is empowered to act on behalf of the corporation in matters relating to the facility.

<i>Name</i>	<i>Title</i>	<i>Email Address</i>	<i>Phone Number</i>

Required Attachments

- Documentation from the Virginia State Corporation Commission (VSCC) that the corporation is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of good standing from VSCC, etc.)
- (If there has been a change to the corporation since the last license was issued) Certificate of Incorporation issued by the VSCC or for corporations formed under laws of a jurisdiction other than Virginia, Certificate of Authority to Transact Business in Virginia issued by the VSCC
- (If there has been a change to the corporation since the last license was issued) Articles of incorporation

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- (If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY D: ASSOCIATION

Business associations are organizations that bring together business owners from a specific area. They range from nationwide associations to those that encompass businesses in individual states, counties, cities, or neighborhoods.

ASSOCIATION

Identifying Information

Name of Association Applying for License

Association Mailing Address *Street/P.O. Box*

City

State

Zip

Association Tax ID Number/FEIN

Designated Contact Person for the Association
(must be an individual identified as an applicant or agent)
Name

Title

Email

Phone Number

Provide the following information on each officer of the association. (Attach additional pages if needed.)

Name

Title (i.e. President, Sr. Vice President, Secretary and Treasurer)

Email Address

Phone Number

List the name, title and address of any agent(s) other than the officers who is empowered to act on behalf of the association in matters relating to the facility:

Name

Title

Email Address

Phone Number

Required Attachments

- (If there has been a change to the association since the last license was issued) Constitution or bylaws that delineate responsibilities for the operation and maintenance of the facility for which the association is applying for licensure

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- (If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY E: LIMITED LIABILITY COMPANY

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. It is managed in accordance with an operating agreement by one or more members (member-managed) or by one or more managers (manager-managed). A limited liability company is a separate legal entity and, generally, the members and managers are not liable for the obligations of the limited liability company.

LIMITED LIABILITY COMPANY (LLC) Domestic LLC Foreign LLC

Identifying Information

Name of LLC Applying for License

LLC Mailing Address *Street/P.O. Box*

City

State

Zip

LLC Tax ID Number/FEIN

Designated Contact Person for the LLC
(must be an individual identified as an applicant or agent) *Name*

Title

Email

Phone Number

Provide the following information on each manager and member or other persons authorized to manage the business and affairs of the LLC. (Attach additional pages if needed.)

Title

Name

Email Address

Phone Number

List the name, title and address of any agent(s) other than the members and managers who is empowered to act on behalf of the LLC in matters relating to the facility:

Name

Title

Email Address

Phone Number

Required Attachments

- Documentation from the Virginia State Corporation Commission (VSCC) that the LLC is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, certificate of fact of existence from VSCC, etc.)
- (If there has been a change to the LLC since the last license was issued) Certificate of Organization or Certificate of Registration (for LLCs formed under the laws of a jurisdiction other than Virginia) issued by the VSCC
- (If there has been a change to the LLC since the last license was issued) Articles of organization

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the VSCC is submitted. Information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- (If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY F: PUBLIC AGENCY

"Public Agency" is defined to mean the Government of the United States; local government; state agency, including any department, institution, authority, instrumentality, board, or other administrative agency of the Commonwealth.

PUBLIC AGENCY

Identifying Information

Name of Public Agency Applying for License

Public Agency Mailing Address <i>Street/P.O. Box</i>	City	State	Zip
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Public Agency Tax ID Number/FEIN	Designated Contact Person for the Public Agency (must be an individual identified as an applicant or agent) Name	Title
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Email	Phone Number
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Person responsible for the facility (including hiring the facility director/administrator):

Name	Title	Email Address	Phone Number

Any agent other than the person listed above who is empowered to act on behalf of the public agency in matters relating to the facility:

Name	Title	Email Address	Phone Number

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

(If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY G: BUSINESS TRUST

A business trust is an unincorporated association whose governing instrument, sometimes referred to as a declaration of trust, provides that one or more trustees will manage property or conduct for-profit business activities on behalf of one or more beneficial owners. A business trust is a separate legal entity and, generally, its trustees and beneficial owners are not liable for the obligations of the business trust.

BUSINESS TRUST Domestic Business Trust Foreign Business Trust

Identifying Information

Name of Business Trust Applying for License

Business Trust Mailing Address *Street/P.O. Box* *City* *State* *Zip*

Tax ID Number	Designated Contact Person for the Business Trust (must be an individual identified as an applicant or agent) <i>Name</i>	<i>Title</i>
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Email *Phone Number*

Provide the following information on each trustee, beneficial owner and any officer of the Business Trust. (Attach additional pages if needed.)

<i>Name</i>	<i>Title</i>	<i>Email Address</i>	<i>Phone Number</i>

List the name, title and address of any agent(s) other than the trustees, beneficial owners or officers who is empowered to act on behalf of the business trust in matters relating to the facility:

<i>Name</i>	<i>Title</i>	<i>Email Address</i>	<i>Phone Number</i>

Required Attachments

- Documentation from the Virginia State Corporation Commission (VSCC) that the trust is active AND in good standing (i.e. Annual Report to VSCC, status print out from VSCC, etc.)
- (If there has been a change to the trust since the last license was issued) Certificate of Trust or Certificate of Registration (for trusts formed under the laws of a jurisdiction other than Virginia) issued by the VSCC
- (If there has been a change to the trust since the last license was issued) Articles of trust

Fictitious Name

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A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the VSCC is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

- (If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC

BUSINESS ENTITY H: RELIGIOUS ORGANIZATION

NOTE: Complete only if the religious organization is not a business type listed in Subsections A-G.

A religious organization is generally a nondenominational or interdenominational organization and has a principal purpose of advancing religion.

RELIGIOUS ORGANIZATION

Identifying Information

Name of Religious Organization Applying for License

Religious Organization Mailing Address <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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Organization Tax ID Number/FEIN	Designated Contact Person for the Religious Organization (must be an individual identified as an applicant or agent) <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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Name(s) and Title(s) of Person(s) Responsible for the Facility (including hiring the facility director/ administrator):

Name	Title	Email Address	Phone Number

Any agent other than the person(s) listed above who is empowered to act on behalf of the religious organization in matters relating to the facility:

Name	Title	Email Address	Phone Number

Fictitious Name

A fictitious name is a name that a person (individual or business entity) uses instead of the person's legal name, usually in the course of transacting or offering to transact business. It is sometimes referred to as an "assumed name" or "trade name," and it is often identified after a person's legal name with the abbreviation "t/a" ("trading as"), "dba" ("doing business as"), or "aka" ("also known as"). **If the business entity chooses to form another legal business entity for business and tax purposes, the individual must file with the proper designated authority.**

A facility name different than that of the legal business entity name will only be reflected on the license in addition to the legal name if documentation of a fictitious name obtained through the Virginia State Corporation Commission (VSCC) is submitted. For information regarding requirements for the use of a fictitious name in Virginia visit <https://www.scc.virginia.gov/clk/befaq/fict.aspx>.

Required Attachment if Using a Fictitious Name:

(If not previously submitted to the Department) Documentation of the legal fictitious name registered with the proper designated authority, VSCC