



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

**INITIAL APPLICATION FOR A LICENSE TO OPERATE A CHILD DAY CENTER
(CDC)**

- 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.

If the application is incomplete, the applicant will be notified in writing. A complete application including all required attachments must be received within six months of the date that the application is received by the Department or the application will be closed, and a new application will be required.

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 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 conditional 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. Falsification of application information is grounds for denial 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:

For Office of Child Care Health and Safety Use Only:

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

PROGRAM INFORMATION This section must be completed in its entirety.	
Legal Business Entity Applying for Licensure	
Facility Name as you Want it to Appear on the License*	
<i>*Note: 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.</i>	
Facility Phone Number (to be listed on the public website)	Fax Number
Facility E-mail Address (used for VDOE correspondence)	Name of person to be listed on public website
Name of Program Director	Program Director's Phone Number (if different from Facility Phone Number)
Street Address of Facility (physical address)	City State Zip
Mailing Address of Facility (if different from physical address)	City State Zip
Check all that apply, if any: <input type="checkbox"/> special needs child day program <input type="checkbox"/> therapeutic child day program <input type="checkbox"/> intend to apply to become a child care subsidy vendor <input type="checkbox"/> evening care (after 7pm but not through the night) <input type="checkbox"/> overnight care (after 7pm and through the night) <input type="checkbox"/> short term child day program (operating fewer than 12 weeks annually)	Are there any other programs that operate in the building during childcare hours? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, list here:
Days of Operation (check all that apply) <input type="checkbox"/> Monday <input type="checkbox"/> Friday <input type="checkbox"/> Tuesday <input type="checkbox"/> Saturday <input type="checkbox"/> Wednesday <input type="checkbox"/> Sunday <input type="checkbox"/> Thursday	Asbestos 1. Is the building in which the center is located a currently operating public school or state owned building? yes <input type="checkbox"/> no <input type="checkbox"/> 2. If the answer to #1 is "No," was the building in which the center is located built before 1978? yes <input type="checkbox"/> no <input type="checkbox"/> If the answer to #2 is "Yes," please see required asbestos information under Part 3: Required Attachments. Regulations require that all child day centers built before 1978 be inspected by a licensed asbestos inspector. Model forms and detailed instructions are available on the VDOE website .
Hours of Operation _____ AM <input type="checkbox"/> PM <input type="checkbox"/> to _____ AM <input type="checkbox"/> PM <input type="checkbox"/> Other hours of operation, including summer hours, school holidays, and inclement weather days, if different than regular hours:	
Months of Operation (check year round if applicable, or check all that apply if not operating year round): <input type="checkbox"/> Year Round <input type="checkbox"/> January <input type="checkbox"/> May <input type="checkbox"/> September <input type="checkbox"/> February <input type="checkbox"/> June <input type="checkbox"/> October <input type="checkbox"/> March <input type="checkbox"/> July <input type="checkbox"/> November <input type="checkbox"/> April <input type="checkbox"/> August <input type="checkbox"/> December	Do you currently operate a licensed, registered or exempt child day program within the Commonwealth at another location? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, list at least one facility name, file number, and location:
Requested Age Range (Specify, weeks, months, or years) Minimum age _____ Maximum age _____ (12 years maximum)	Requested Capacity (number of children for which you are requesting licensure)

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 7
<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 8
<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 9
<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 10
<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 11
<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 12
<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 13
<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 14

PART 3: REQUIRED ATTACHMENTS

FACILITY	Check if submitted
1. Annual operating budget (see VDOE website) – The budget form on the public website contains the information required for initial application. It is a model form so applicants may submit their own budget or one from their accountant as long as the budget contains information similar to that on the model form.	<input type="checkbox"/>
2. A copy of a certificate of use and occupancy or proof that the building meets the specifications for the proper use group as required by the Virginia Uniform Statewide Building Code (e.g., building evaluation form)	<input type="checkbox"/>
3. A copy of the fire inspection conducted by the appropriate fire official within the last 12 months	<input type="checkbox"/>
4. A copy of the sanitation inspection conducted by the Department of Health within the last 12 months	<input type="checkbox"/>
5. Floor plans (blueprint or drawing) – Indicate exact dimensions of rooms to be used, including: room length and width; functions of each room; toilet facilities, including number of basins and toilets; and position of any fixed equipment and furniture.	<input type="checkbox"/>
6. A site plan or sketch – Indicate outdoor play areas, including dimensions; location of the building on the site; adjacent streets and parking area; all fences, fixed equipment and secondary buildings or structures.	<input type="checkbox"/>
7. Asbestos Statement from Asbestos Inspector (if applicable)	<input type="checkbox"/>
8. If asbestos was detected by the asbestos inspector and not abated, an Asbestos Management Plan from an Asbestos Management Planner	<input type="checkbox"/>
9. If asbestos was detected by the asbestos inspector, Asbestos Statement (from Applicant), if applicable (See VDOE website)	<input type="checkbox"/>
PROGRAM	Check if submitted
10. Documentation to verify program director's educational qualifications (i.e. transcripts, degree, etc.) and programmatic experience (i.e. resume, employment application, etc.)	<input type="checkbox"/>
11. Written documentation of the center's "chain of command" or organizational chart to include all individuals who are responsible for operational and management decisions	<input type="checkbox"/>
12. A copy of all forms to be used by the child day center, if different from the model forms provided by the Virginia Department of Education	<input type="checkbox"/>
13. Sample current daily activity schedule for each age group	<input type="checkbox"/>
14. A list of indoor and outdoor play equipment available to children	<input type="checkbox"/>
15. Sample of current monthly menu	<input type="checkbox"/>
16. A copy of all policies and procedures required by the standards	<input type="checkbox"/>
17. A copy of any brochures	<input type="checkbox"/>
18. Evidence of a current policy with required insurance coverage	<input type="checkbox"/>
19. Documentation of the required Pre-Licensure Orientation Training (Note: An individual listed on the business entity page must have completed this training)	<input type="checkbox"/>
CONTINUED ON NEXT PAGE	

BUSINESS ENTITY	Check if submitted
<p>Three Reference Letters – These are required for all 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 or existing licensees (entity with one or more currently licensed programs).</p>	<input type="checkbox"/>
<p>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>Credit Reference for the Business Entity – This is required for all applicants. The credit reference must be from either a bank; one of the three credit agencies such as TransUnion, Equifax, or Experian; or a landlord or a service vendor such as a commercial food vendor.</p> <p>*This is not required for public agencies or existing licensees (entity with one or more currently licensed programs).</p>	<input type="checkbox"/>
<p>Sworn Statement or Affirmation – Required for all 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>Required Attachments, if any, specific to the Business Entity type (see corresponding page of this application)</p>	<input type="checkbox"/>

PART 4: DISCLOSURE

Pursuant to 8VAC20-821-40-C-3 of *General Procedures for the Licensure of Child Day Programs and Family Day Systems and Background Checks*, state whether the applicant, or any of the applicant's partners, members, officers, directors, or agents have ever had a license issued by any local, state, or national regulatory body that has been revoked, suspended, denied, or surrendered instead of an adverse action.

No **Yes**

If “yes,” please provide the following information (attach additional pages if needed):

Name of Facility	Facility Address	Type of Facility	Legal Entity Operating Facility
Name of Licensing Agency	Address of Licensing Agency	Dates of Licensure	Action Taken (revocation, suspension, denial, surrender)

PART 5: FEES

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

PART 6: 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 and instructions for completing background checks are available on VDOE [website](#)).
- **National Criminal Background Check** obtained through Fieldprint and VDSS Office of Background Investigations (OBI) – The National Criminal Background Check is completed after submission of the initial application. You will be contacted and given information on how to obtain fingerprint background checks. Applicants will then need to complete the fingerprint background check before the initial inspection is scheduled.
- **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 7: POTABLE WATER TESTING

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

- Pursuant to the [Code of Virginia § 22.1-289.057](#), each licensed child day center 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.

COMPLETE AND SUBMIT **ONLY ONE** OF THE FOLLOWING BUSINESS ENTITY TYPE PAGES WITH THE APPLICATION.

BUSINESS ENTITY A: INDIVIDUAL/SOLE PROPRIETOR				
INDIVIDUAL/SOLE PROPRIETOR				
<i>Identifying Information</i>				
Name First		<i>Middle or Maiden</i>	<i>Last</i>	
Mailing Address Street/P.O. Box		<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Email Address</i>			<i>Phone Number</i>	
Social Security Number		or	Federal Employer Identification Number (FEIN)	
Fictitious Name				
<p>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.</p> <p>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.</p> <p>Required Attachment if Using a Fictitious Name:</p> <p><input type="checkbox"/> Documentation of the legal fictitious name registered with the proper designated authority, VSCC</p>				

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.)*

<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 partners who is empowered to act on behalf of the partnership in matters relating to the facility:

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

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.)
- 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:

- 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.)

Title	Name	Email Address	Phone Number
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.

Name	Title	Email Address	Phone Number

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.)
- 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
- 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:

- 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

- 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:

- 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 <i>Street/P.O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
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LLC Tax ID Number/FEIN	Designated Contact Person for the LLC (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 manager and member or other persons authorized to manage the business and affairs of the LLC. (Attach additional pages if needed.)

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

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:

<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 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.)
- Certificate of Organization or Certificate of Registration (for LLCs formed under the laws of a jurisdiction other than Virginia) issued by the VSCC
- 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. 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:

- 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>	<i>City</i>	<i>State</i>	<i>Zip</i>
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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) <i>Name</i>	<i>Title</i>
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<i>Email</i>	<i>Phone Number</i>
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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:

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/FEIN	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.)
- Certificate of Trust or Certificate of Registration (for trusts formed under the laws of a jurisdiction other than Virginia) issued by the VSCC
- Articles of trust

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:

- 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 Street/P.O. Box	City	State	Zip
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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) Name	Title
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Email	Phone Number
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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:

Documentation of the legal fictitious name registered with the proper designated authority, VSCC