

## FEE SCHEDULE

Fee	Description	Amount
<b>License/Certificate Fee</b>	This fee is due for new applications and annual renewals.	<b>\$31.00</b>
<b>New Center Fee</b>	This is a one-time fee required for new center type applications; including changes of location and additional facility locations.	<b>\$200.00</b>
<b>Center Per Child Fee</b>	This fee is due for new applications, and annual renewals. It is based on the requested / approved capacity, for example Capacity = 50 children x \$1.75 per child = \$87.50 Total	<b>\$1.75 per child</b>
<b>Late Renewal Fee</b>	This fee is assessed when a renewal application is received 1-30 days after the expiration of the license/certificate.	<b>\$15.50 (Home &amp; Center) + .88 per child (Centers Only)</b>
<b>Background Screening Fee</b>	This fee is due for each covered individual age 12 and over.	<b>\$15.00 each</b>
<b>Fingerprint Processing Fee</b>	This fee is due each time a fingerprint card is required to be submitted.	<b>\$37.00 each</b>
<b>License/Certificate Change Fee</b>	This fee is charged when there are more than two changes to a license/certificate in a licensing year.	<b>\$31.00</b>
<b>Additional Inspection Fee</b>	For licensed providers: This fee is assessed for each additional inspection required after the first follow-up visit due to noncompliance. For new applicants: This fee is assessed at each additional inspection required for license or certificate approval.	<b>\$25.00 each visit</b>
<b>Conditional Monitoring Fee</b>	This fee is assessed for each conditional monitoring inspection required when a facility is on a conditional license or certificate due to noncompliance.	<b>\$253.00 Centers \$245.00 Home</b>
<b>Civil Money Penalties (CMP)</b>	This fee is assessed when there is consecutive cited noncompliance to the same rule. The amount of the CMP is determined by the noncompliance level.	<b>\$50.00-\$100.00 per instance/item</b>

### License Exempt, DWS, and FFN (Family, Friend, and Neighbor) Approved Providers

Fee	Description	Amount
<b>Background Screening</b>	This fee is due for each covered individual age 12 and older. (Does not apply to FFN Approved Providers.)	<b>\$15.00 each</b>
<b>Fingerprint Processing Fees</b>	This fee is due for each covered individual age 18 and older. (May apply to FFN Approved Providers, please check with the Background Screening Unit.)	<b>\$37.00 each</b>

### PAYMENTS

<b>Credit / Debit Card</b>	Payment can be made by phone, in person at one of the Region Offices or online at <a href="http://childcarelicensing.utah.gov">childcarelicensing.utah.gov</a> . (The total payment amount must be at least \$5.00.)
<b>Checks or Money Orders</b>	Make payable to <b>"Utah Department of Health"</b> and mail or hand-deliver to one of the Region Offices listed below.
<b>Cash</b>	In the exact amount, cash can be hand-delivered to one of the Region Offices.

**Child Care Licensing, North Region**  
Mail: PO Box 142003 / SLC, UT 84114-2003  
3760 S Highland DR #247 / SLC, UT 84106  
Phone: (801) 273-6617 / (888) 287-3704  
Fax Number (801) 273-0731

**Child Care Licensing, South Region**  
Mail: PO Box 142003 / SLC, Utah 84114-2003  
150 East Center St. #3200 / Provo, UT 84606  
Phone: (801) 374-7688 / (800) 894-2588  
Fax Number (801) 536-0168