

# Child Care Licensing Fees



## Original/Full Applications and Continuations

- An Original application is required if this is the first time you are applying for a child care license. Original applications are also required if you want to change your license type, change your physical address or change your governing body. Visit the [Office of Early Childhood Website](https://www.colorado.gov/officeofearlychildhood) to download an Original/Full application.
- A Continuation is the annual renewal of your child care license. Continuation notices are emailed to providers 90 days prior to the one-year anniversary date listed on your child care license.
- The second page of this Licensing Fees document has information about making changes to your child care license.
- A NON-REFUNDABLE license fee is required for Original/Full applications and annual Continuations.
- Licensing Fees can be paid with a credit card, echeck, check, or money order. If you are paying by credit card or echeck, you MUST submit your application electronically and pay through the 'Provider Hub'. Credit card payments will not be accepted over the phone or via mail. Check or money orders should be made payable to the **Colorado Department of Human Services** (cash is not accepted). Include your license number in the memo line. Attach payments to documentation and mail them to:

Colorado Department of Human Services (CDHS)  
Division of Early Learning Licensing and Administration (DELLA)  
1575 SHERMAN STREET, 1ST FLOOR,  
DENVER, COLORADO 80203-1714

\*Incomplete documents or missing payments may delay processing.

Family Child Care Homes <i>Original Applications and Annual Continuations</i>	July 1, 2020 and Beyond
Family Child Care Home: 1-6 children	\$65
Family Child Care Home: 3 children under 2 years	\$65
Infant/Toddler Home	\$65
Large Family Child Care Home: 7-12 children	\$100
Experienced Child Care Provider (ECCP)	\$100

*Note: Each family child care home license has different qualification requirements. Please review the child care licensing rules and regulations (available online at [ColoradoOfficeofEarlyChildhood.com](https://www.colorado.gov/officeofearlychildhood)) to determine if you meet the minimum qualifications for the license type you wish to apply for BEFORE submitting your fee and application.*

Non-Home Child Care Facilities <i>Original Applications and Annual Continuations</i> (Excludes 24-Hour Facilities)	July 1, 2020 and Beyond	
	Base Fee	+ \$ per child
Max Capacity = 5-15 children	\$200	\$0
Max Capacity = 16-30 children	\$175	\$3
Max Capacity = 31+ children	\$300	\$3
<b>**Facilities in this category will pay a base fee + a per child fee for their program's capacity, not to exceed \$1,800</b>		

*Note: Non-home child care facilities include less than 24-hour child care centers, preschools, school-age child care centers, resident camps and neighborhood youth organizations.*

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## Change Requests and Duplicate Licenses

- You must submit a [Change Request Form](#) if you want to make changes to your licensed space (e.g., add a basement, add or move a room, etc.), change the name of your business or add a new person to your license/home. DO NOT submit a Change Request if you want to change your license type, change your physical address or change your governing body (submit an Original/Full application and fee instead).
- There is no additional change fee for changes submitted with your annual Continuation, however, a [Change Request Form](#) and Continuation fee must be included when you return the Continuation notice (i.e., **you are still required to pay the annual Continuation fee including the correct base and capacity rate per child fee if you make changes to your license**). Continuation notices are mailed 90 days prior to the one-year anniversary date listed on your child care license.
- Changes submitted without a Continuation notice must be submitted with the [Change Request Form](#) and appropriate NON-REFUNDABLE fee.
- The [Change Request Form](#) is available online at [ColoradoOfficeofEarlyChildhood.com](https://coloradoofficeofearlychildhood.com).

Change Type	Fee
Changes to the licensed space (e.g., adding a basement, adding or moving a room, etc.) <i>(Note: This is NOT the same as changing your address/physical location. Changing your address/physical location requires an original/full application)</i>	\$97
Change of licensed capacity	\$97
Change ages of children in care	\$97
Change facility/business name	\$40
Duplicate license	\$40
Change <u>mailing</u> address (Note: Change of address/physical location requires an Original/Full application.)	\$40
Person living in the home is turning 18 (this requires fingerprinting, which is an additional cost) Requires filling out a Person In Home Authorization Form.	\$0
Adding/Removing an adult household member (adding requires fingerprinting which is an additional cost) Requires filling out a Person In Home Authorization Form and the Household Member Update Form.	\$0
New child, under 18, is moving into the home) Requires filling out the Household Member Update Form.	\$0
Managing Applicant 2, add/remove/update Applicant 2) Requires filling out a Person In Home Authorization Form and the Household Member Update Form.	\$0

If you have any questions, please call the Office of Early Childhood at 1.800.799.5876 or visit [ColoradoOfficeofEarlyChildhood.com](https://coloradoofficeofearlychildhood.com).