

FEE SCHEDULE

Fee	Description	Amount
License/Certificate Fee	This is the new and renewal license/certificate fee.	\$31.00
New Center Fee	This is an additional, one-time fee for new center licenses. It includes changes of location and additional locations.	\$200.00
Center Per Child Fee	This is an additional new and renewal center license fee. It is based on the requested / approved capacity, for example Capacity = 50 children x \$1.75 per child = \$87.50 Total	\$1.75 per child
Late Renewal Fee	This is an additional fee when a renewal request is received 1-30 days after the expiration of the license/certificate.	\$15.50 (Home & Center) + .75 per child (Center)
Background Check Fee	This is the annual background check fee. (does not apply to Family, Friend, & Neighbor Providers)	\$18.00 each
Fingerprint Processing Fee	This is the fingerprint processing fee.	\$33.25 each
License/Certificate Change Fee	This is the fee for more than two changes to a license/certificate in a licensing year.	\$31.00
Additional Inspection Fee	For licensed/certified providers: This fee is for each additional inspection conducted for repeat noncompliance. For new applicants: This fee is for each additional inspection conducted for license/certificate approval.	\$25.00 each visit
Conditional Monitoring Fee	This fee is for each conditional monitoring inspection conducted while the provider has a conditional license/certificate.	\$253.00 Centers \$245.00 Home
Civil Money Penalty (CMP)	This fee is a fine charged by the Department for violating a licensing rule.	\$100.00-\$5,000.00 per instance/item

PAYMENTS

Credit / Debit Card	Credit/debit card payments can be made by phone, in person at one of the Region Offices, or online at childcarelicensing.utah.gov . (The total payment amount must be at least \$5.00.)
Checks or Money Orders	Checks or money orders payable to " Utah Department of Health " can be mailed or hand-deliver to one of the Region Offices.
Cash	Cash in the exact amount can be hand-delivered to one of the Region Offices.

Child Care Licensing, North Region

Mail
PO Box 142003
SLC, UT 84114-2003

Location
3760 S Highland Dr #206
SLC, UT 84106

Phone
(801) 273-6617 / (888) 287-3704

Child Care Licensing, South Region

Mail
PO Box 142003
SLC, UT 84114-2003

Location
150 East Center St #3200
Provo, UT 84606

Phone
(801) 374-7688 / (800) 894-2588