

CHILD CARE LICENSING ONLINE RENEWAL

A renewal request is considered complete when all required items and fees have been received by Child Care Licensing.

Step 1: Request a license renewal.

- Go to the Care About Childcare (CAC) website at careaboutchildcare.utah.gov.
- Click "Providers" (in the top bar or the bottom center of the CAC home page).
- Click "Login."
- Log in using your CAC username and password to enter the facility portal. If you do not have a login, please contact your local Care About Child Care agency at careaboutchildcare.utah.gov or call toll-free at 1-855-531-2468.
- Click the "Child Care Licensing Portal" link (bottom center of the CAC home page).
- Click "Renewal Request" on the left side of the page.
- Click "Request Renewal" at the bottom of the instruction page.
- Complete the Renewal Request form and then click "Submit" at the bottom of the page.

Step 2: Upload, email, fax, mail or hand deliver copies of the required documents listed below. Submit these documents together or separately any time before your license or certificate expiration date.

- One of the following: A current business license, receipt verifying application, or a document from the city/county stating that an annual business license is not required.
- A current fire inspection or a document from the local fire authority stating that an annual fire clearance is not required.
- A current local health department kitchen inspection. This must be less than two years old.
- A Health and Safety Plan if you have never submitted one before or if you have made changes to the Plan that you previously submitted.

Step 3: Pay the renewal fee(s).

- A credit card payment may be made online at childcarelicensing.utah.gov (Payments tab), or by calling 801-374-7688 or 801-273-6617.
- A check or money order made payable to the "Utah Department of Health" may be mailed or hand delivered to a Child Care Licensing office.
- A cash payment in the exact amount may be hand delivered to a Child Care Licensing office.

• Mailing Address (to mail fees and/or documents):

Child Care Licensing
PO Box 142003
Salt Lake City, UT 84114-2003

• Location Addresses (to hand deliver fees and/or documents):

3760 South Highland Drive, Room 247	150 East Center St, Suite 3200
Salt Lake City, UT 84106	Provo, UT 84606
801-273-6617	801-374-7688
888-287-3704 (Toll Free)	800-894-2588 (Toll Free)
801-274-0731 (Fax)	801-536-0168 (Fax)

- Warning: Electronic Benefit Transfer (EBT) payments will need to be repaid to the Department of Workforce Services (DWS) if your Child Care License/Certificate expires.