Utah Department of
Health & Human Services
Licensing & Background Checks

CHILD CARE LICENSING FEE SCHEDULE

FEE	DESCRIPTION	AMOUNT
License or Certificate Fee	This is the new and renewal license or certificate fee.	$62.00
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 or 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.	$31.00 (Home & Center) + .75 per child (Center)
Background Check Fee	This is the background check fee. (does not apply to Family, Friend, & Neighbor Providers)	$20.00 each
Fingerprint Fee	This is the fingerprint processing fee.	$33.25 each
Fingerprint Cloning Fee	Cloning of fingerprints for individuals who have previously submitted them to a partner agency.	$10.00 each
License or Certificate Change Fee	This is the fee for more than two changes to a license or certificate in a licensing year.	$31.00
Additional Inspection Fee	***For licensed or 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 or certificate approval.	$25.00 each inspection
Conditional Monitoring Fee	This fee is for *each* conditional monitoring inspection conducted while the provider has a conditional license or certificate.	$253.00 Centers $245.00 Home
Civil Money Penalty (CMP)	This fee is for consecutive cited noncompliance to the same rule. The amount of the CMP is determined by the noncompliance level of the rule.	$100.00-$5,000.00 per instance/item

PAYMENTS

Credit /Debit Card	Credit/debit card payments can be made online at childcarelicensing.utah.gov (The total payment amount must be at least $5.00.)

Updated 01/2023