



## REOPENING YOUR REGISTERED FAMILY CHILD CARE LICENSE AT A NEW ADDRESS

### Moving to a new home address?

Your Registered Family Child Care License is valid **only** at the address where the initial Health and Safety Review was completed. If you move, your license **will not be valid** at your new address.

Before you move, you must submit an **RF Reopen/Address Change Application** with applicable training requirements and the \$30.00 fee to the Division, **at least 30 days prior** to your expected move date to ensure adequate time for processing. Failure to do so may result in a lapse in your license period, and prevent you from caring for more than three children (in addition to your own) at your new home.

- You may call the Child Care Division to request a reopen/address change application OR
- If you have internet access, you may download the application from our website at [www.childcareinoregon.org](http://www.childcareinoregon.org)
- Refer to the application instruction sheet (first page of the application ) for training requirements applicable to the reopen/address change application process.

**For questions regarding this process, please call the Child Care Division at 503-947-1400 or 1-800-556-6616.**