

REQUIRED APPLICATION MATERIALS

	LICENSE OR CERTIFICATE¹	COMPLIANCE CERTIFICATE	REGISTRATION	LISTING
Application	<p>For DC: A completed Form 2910 Child Day Care Licensing Application; an eApplication may be completed by an applicant to operate a Licensed Child Care Home</p> <p>For RC: A completed Form 2960 Application for a License to Operate a Residential Child Care Facility</p>	A completed Form 2841 Small Employer Based Child Care or Temporary Shelter Child Care Facility Application ²	A completed Form 2919 Request for Registration Permit or eApplication	A completed Form 2986 Listing Request or eApplication

¹ State agencies that run nonexempt operations must obtain a certificate from Licensing. Certification is a process like licensure, with the following differences:

- a. Fees are not required for the certificate.
- b. An initial certificate is not issued. A non-expiring certificate is issued.
- c. Liability insurance is not required.

*Texas Human Resources Code [§42.052](#)
DFPS Rules, 26 TAC [§§745.39; 745.249](#)*

² If the law requires the location of a temporary shelter child care facility to remain confidential, a correspondence address and telephone number must be included on the application form. The application must include a method to contact the operation immediately so that Licensing staff may obtain the location address within 30 minutes.

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Floor Plan	<p>For DC: a floor plan of the building and surrounding space to be used, including the dimensions of the indoor and outdoor space, exits, number of toilets, and sinks.</p> <p>For RC: a floor plan of the building and surrounding space to be used, showing the dimensions and the purpose of all rooms and specifying where children and, if applicable, caregivers will sleep</p>	An applicant to operate a small employer-based child care facility must submit a floor plan of the building and surrounding space to be used, including the dimensions of the indoor and outdoor space. An applicant to operate a temporary shelter child care facility is not required to submit a floor plan.	N/A	N/A
Governing Body/Director Designation	For DC: Form 2911 Governing Body/Director Designation (Form 2911 is not required if the governing body is a sole proprietorship and the proprietor is also the director).	N/A	N/A	N/A
Controlling Person	A completed Form 2760 Controlling Person	N/A	A completed Form 2760 Controlling Person or the online submission of information on all controlling persons if the operation submits an eApplication	A completed Form 2760 Controlling Person or the online submission of information on all controlling persons if the operation submits an eApplication

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Request for Background Check	<p>A completed Form 2971 CCL Request for Background Check for each applicable person</p> <p><i>Texas Human Resources Code §§42.056, 42.153, and 42.206</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>A completed Form 2971 CCL Request for Background Check for each applicable person</p> <p><i>Texas Human Resources Code §§42.056, 42.153, and 42.206</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>A completed Form 2971 CCL Request for Background Check for each applicable person</p> <p><i>Texas Human Resources Code §§42.056, 42.153, and 42.206</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>A completed Form 2971 CCL Request for Background Check for each applicable person</p> <p><i>Texas Human Resources Code §§42.056, 42.153, and 42.206</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>
Fingerprint checks	<p>Submitted fingerprint checks on all applicable persons</p> <p><i>Texas Human Resources Code §§42.056</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>Submitted fingerprint checks on all applicable persons at temporary shelter child care facilities</p> <p><i>Texas Human Resources Code §§42.056, 42.159, and 42.206</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>Submitted fingerprint checks on all applicable persons</p> <p><i>Texas Human Resources Code §§42.056</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>	<p>Submitted fingerprint checks on all applicable persons</p> <p><i>Texas Human Resources Code §§42.056</i> <i>DFPS Rules, 26 TAC §§745.609 and 745.611</i></p>

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Notarized Affidavit for Applicants for Employment Form	N/A	N/A	A notarized Form 2985 Affidavit for Applicants for Employment With a Licensed Operation or Registered Child Care Home, for any employee or potential employee who has or may have direct interaction with or the opportunity to interact with the children in the operation; the registered child care home applicant is not required to complete the affidavit <i>DFPS Rules, 26 TAC §§747.901(4); 745.243(2)</i>	N/A
Proof of Current Certification in Infant, Child, and Adult CPR	N/A	N/A	Proof of current certification in infant, child, and adult CPR	N/A
Proof of Current Certification in First Aid that Includes Rescue Breathing and Choking	N/A	N/A	Proof of current certification in First Aid that includes rescue breathing and choking	N/A

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Verification that Orientation or the Pre-Application Interview Has Been Completed Within One Year Before the Date of Application	Verification that orientation or the pre-application interview has been completed	N/A	Verification that orientation or the pre-application interview has been completed within one year before the date of application	N/A
Proof of a High School Diploma or High School Equivalent	N/A	N/A	Proof of a high school diploma or high school equivalent	N/A
Personal History Statement	<p>For DC: a completed Form 2982 Personal History Statement for each applicant who is a sole proprietor or partner and each person designated as director and co-director unless they are also applicants</p> <p>For RC: a completed Form 2982 Personal History Statement for each applicant who is a sole proprietor or partner unless the applicant is also the licensed administrator</p>	N/A	N/A	N/A

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Proof that For-Profit Corporation or LLC is Not Delinquent in Paying Franchise Tax ³	Proof that for-profit corporation or limited liability company is not delinquent in paying the franchise tax	Proof that for-profit corporation or limited liability company is not delinquent in paying the franchise tax	N/A	N/A
Liability Insurance ⁴	Proof of liability insurance (except for licensed child care homes); use of Form 2962 Verification of Insurance is optional	N/A	N/A	N/A

³ Proof can include any of the following:

- The governing body's most recent [Certificate of Account Status](#), also known as the Franchise Tax Certificate of Good Standing
- The [Certificate of Formation](#), if the corporation or company has not existed long enough to owe the franchise tax at the time of the application
- Documented proof that Texas Tax Code [Chapter 171](#) exempts the corporation or company from paying the franchise tax

DFPS Rules, 26 TAC §[745.245](#)

[Texas Business Corporation Act](#) Ann. Art. 2.45 (Vernon Supp. 1999)

⁴ Except for licensed child-care homes and state-operated facilities, liability insurance must be maintained in the amount of \$300,000 for each occurrence of negligence. An insurance policy or contract must cover injury to a child that occurs while the child is:

- On the premises of the operation; or
- In the care of the operation.

One of the following forms of documentation regarding liability coverage must be submitted with the application:

- Certificate of insurance or policy and the stated expiration date;
- Proof the operation is contracted to provide services through Child Care Management Services (CCMS);
- A letter from the insurance carrier documenting the amount and terms of coverage; or

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Plan of Operation	<p>For DC: a completed Form 2948 Plan of Operation for Licensed Child Care Operations, which indicates that the operation plans to operate in compliance with applicable minimum standards</p> <p>For RC: a completed Form 2960 Attachment C General Residential Operations – Additional Operation Plan for GROs that will provide treatment services to children with emotional disorders</p>	N/A	N/A	N/A
Policies and Procedures ⁵	For RC: policies, procedures, and documentation required by minimum standards	N/A	N/A	N/A

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- Form 2962 Verification of Insurance.

If liability insurance cannot be maintained, documentation must be submitted stating the reasons why (that is, financial inability, lack of availability of an underwriter willing to issue a policy, and/or exhaustion of policy limits). When there is a lack of liability insurance, Licensing staff notifies the applicant that an operation must provide written notice to a parent or a person standing in a parental relationship for each child in care of the operation's lack in liability insurance. The written notice may be a letter, a notice posted in a prominent place, or a written statement included in materials given to the parents.

Texas Human Resources Code §[42.049](#)

DFPS Rules, 26 TAC §§[745.249](#); [745.251](#); [745.253](#); [746.201\(8\)](#)

⁵ The policies, procedures, and documentation required by minimum standards, as listed on the following forms (one form for each chapter of the minimum standards, Texas Administrative Code Chapters 748 and 749):

- Form [2960 Attachment A](#) General Residential Operations

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Application fee	Verification of fee payment	Verification of fee payment	Verification of fee payment	Verification of fee payment

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- Form [2960 Attachment B](#) Child-Placing Agency

The inspector reviews the policies, procedures, and documentation before the application is accepted only to the extent necessary to determine that all required materials have been received. The information is not evaluated for compliance with relevant statutes, rules, and minimum standards until after the application is accepted. This requirement is an exception to the time frames described in 26 Texas Administrative Code §[745.301](#).