

### **Child Home Day Care Permit Application Checklist – Use for reference when submitting application**

- Completed application
- Background Check Form for all individuals over the age of 13 that may come in contact with children. This can be submitted and paid for online, see instructions. [Child Home Day Care Background Check](#)
- Medical Report Form indicating that each individual over the age of 13 that comes in contact with children is free of communicable diseases.
- Home Day Care Record/Log for each child you are watching, signed by their parents.
- A copy of your DCFS license.
- If property is a rental, you must include notarized letter from property owner/management company, authorizing operations of a Home Day Care
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